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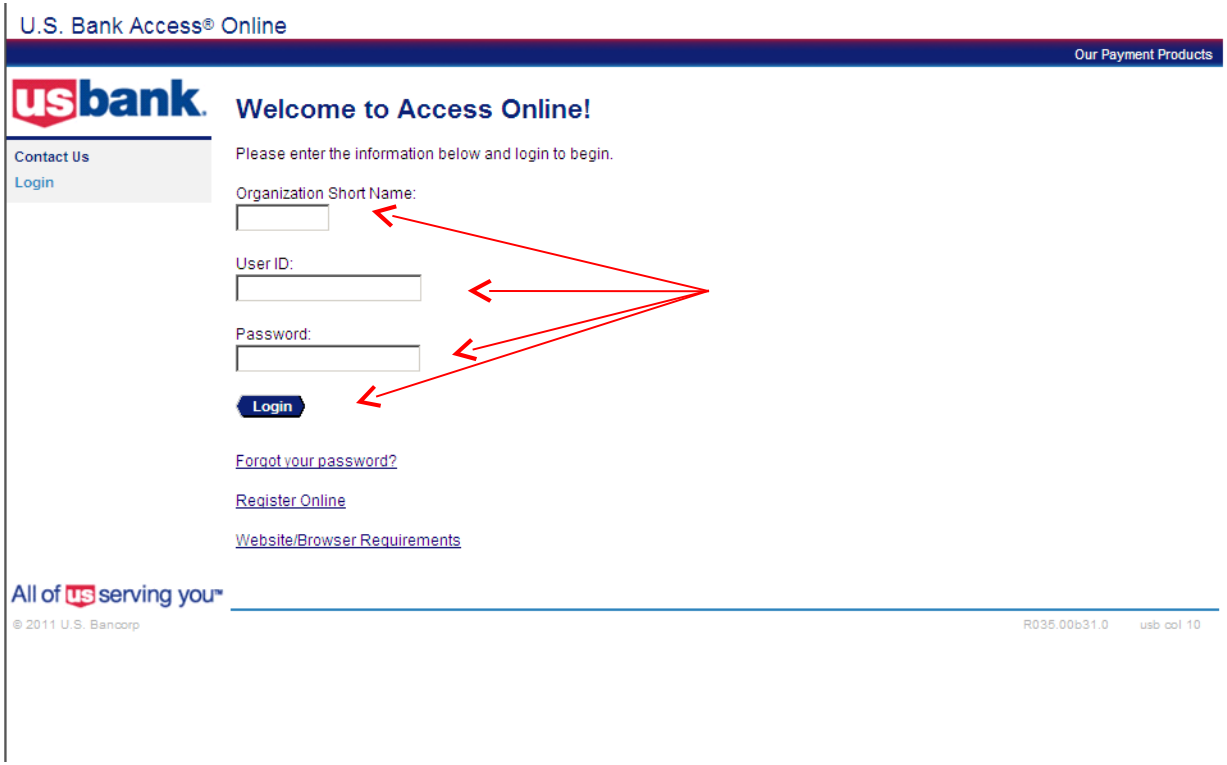
ACCESS ONLINE LOGIN INFORMATION



I) Login to the following website:
https://access.usbank.com
2) Enter:
- Organizational Short name: WHS
- Enter you User ID and Password

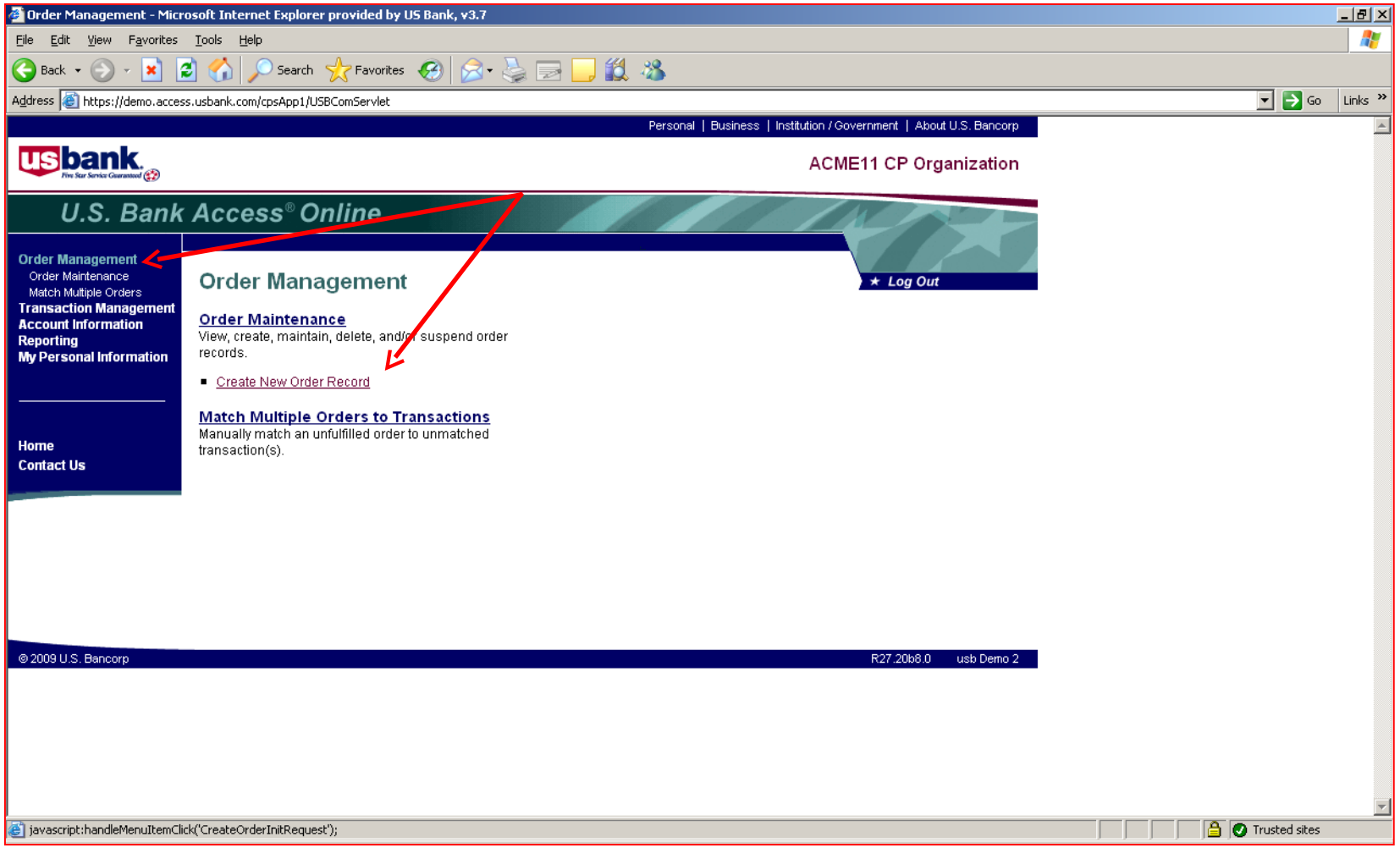
3) Select the "Login" button.

Welcome To Access Online - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComLogonServlet
Go Links
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
ACME11 CP Organization
U.S. Bank Access® Online
Order Management
Transaction Management
Account Information
Reporting
My Personal Information
Home
Contact Us
Message from U.S. Bank
★ Log Out
Account Activity
Select an Account
CP Organization
**********5691
Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment, bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online!
© 2009 U.S. Bancorp
R27.20b8.0 usb Demo 2
Trusted sites

The Purchase Card Office requires that a Cardholder fill out an Order form for each transaction in Access Online. The Cardholder will create the Order after the purchase is made. The transaction posts to the account, the Cardholder will match/link the Order to the Transaction. The action of Matching the Order and the Transaction automatically approves the transaction. This is the only way for a Cardholder to approve a transaction in Access Online.

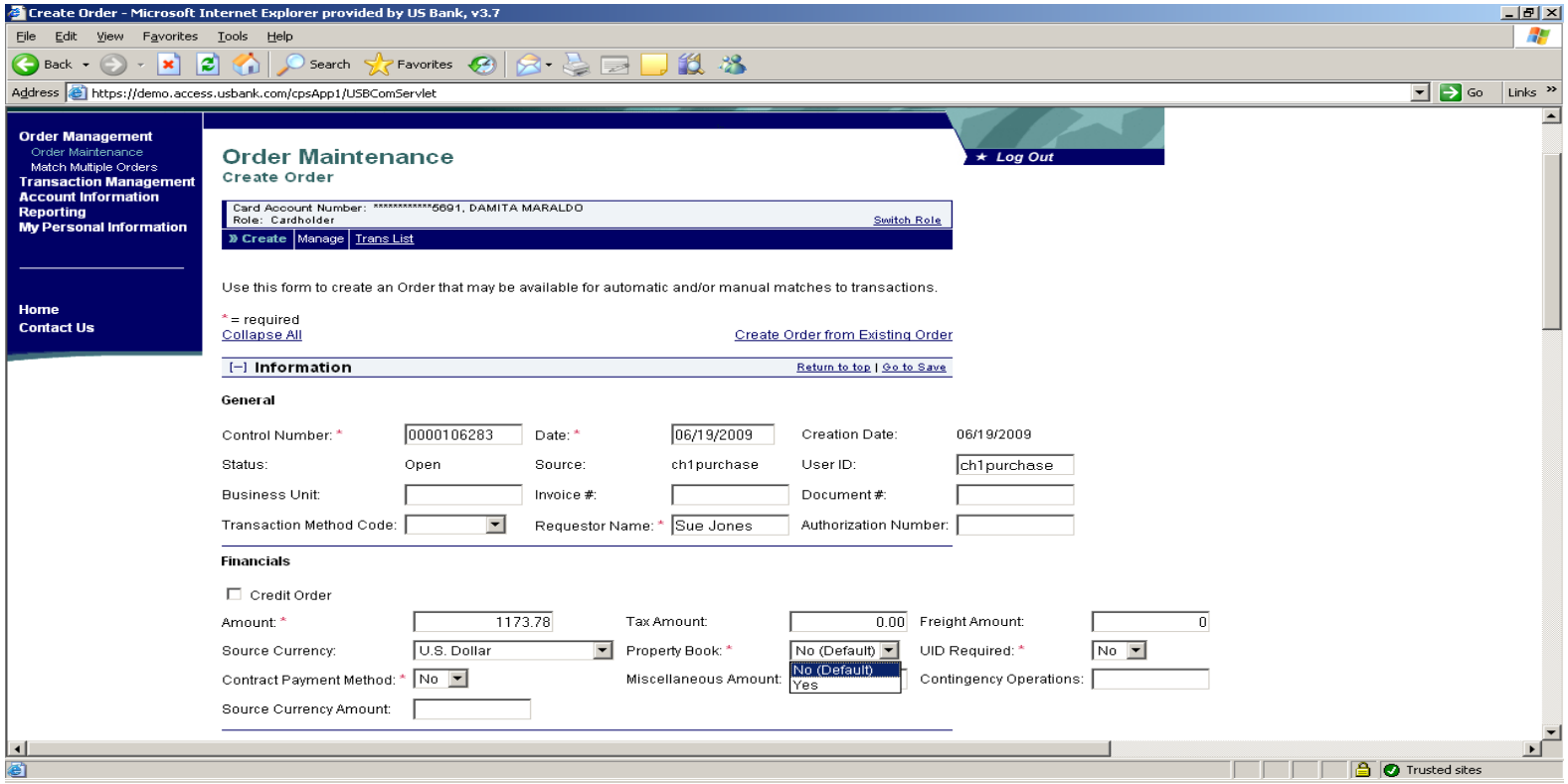
Creating an Order

I. **CREATING AN ORDER**



1)Click on “Order Management” located in the dark blue task bar (left of sc
2)Select “Create New Order Record”

I. CREATING AN ORDER CONTINUED



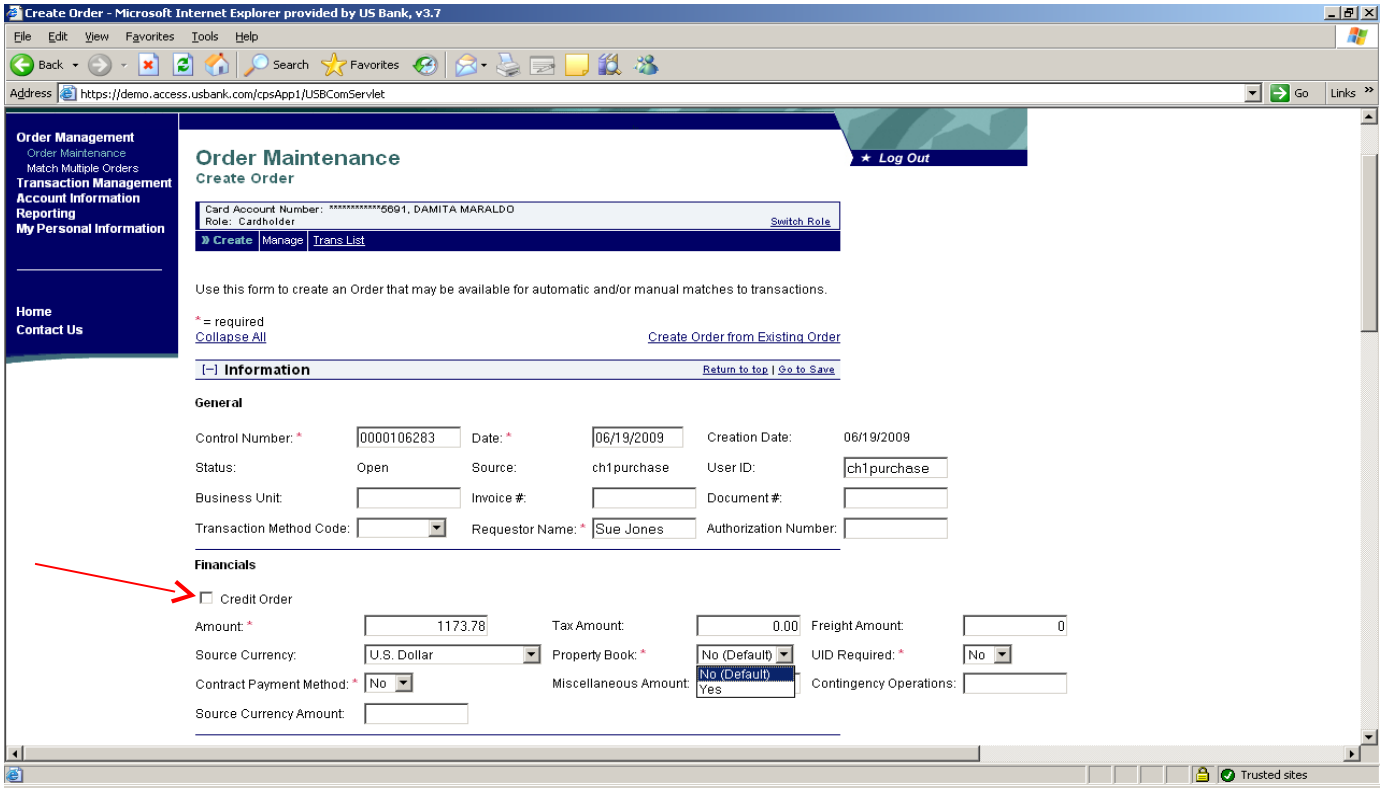
3) "Order Information." The "Order Information" consists of nine (9) different fields. These fields are General, Financials, Merchant, and Ship to, Additional Information, Line Items, Allocations, Comments, and Match Tolerance. Cardholders must complete all information indicated with a "Red Asterisk(*)" . All other information is optional.

A) The General section requires the Order Number and Order Date to be completed. Access Online will automatically assign an order number to each newly created order. This auto-generated number will appear in the Order Number field. You may delete this number and insert another tracking order number. Fill the Order Date field with the date the order was placed or the merchandise was purchased (Subparagraph B is on the

I. CREATING AN ORDER CONTINUED

B) The Financial Information section requires the order amount to
be completed. As a reminder, this is the total amount of your order.
The Property Book, UID Required and Contract Payment method blocks in the financial field are set at "NO for all OSD/WHS users and are N/A for them.

I. CREATING AN ORDER CONTINUED



The Credit Order box MUST be checked for all orders that will be matched to rebate or credit transactions.

I. CREATING AN ORDER CONTINUED

C) The Merchant field only requires the merchant name be filled in. For reporting purposes, please always enter the vendor's name in identical format. For instance, do not enter J&S Heating one time and Jay and ESS Heating the next time.

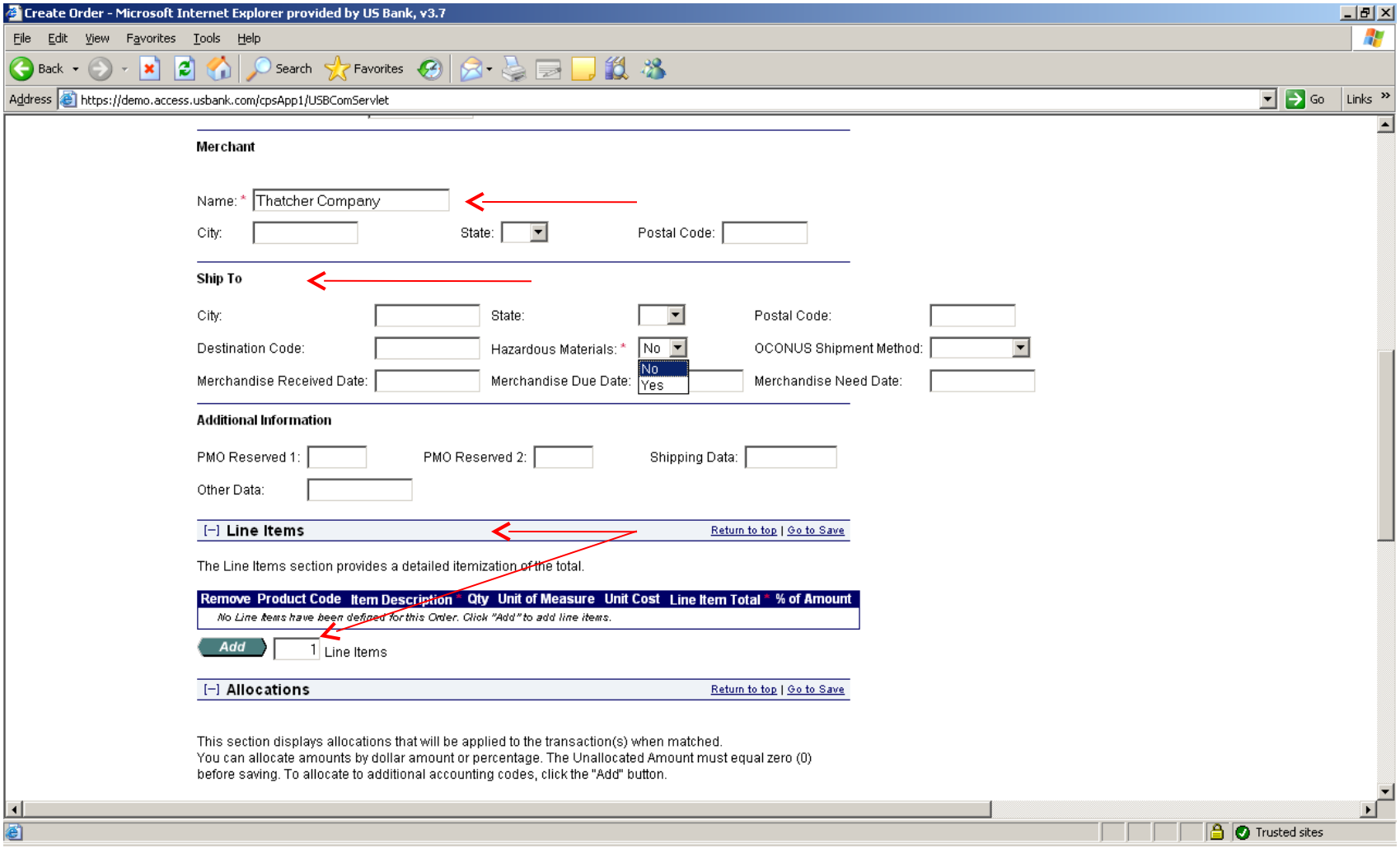
D) The Ship To field is optional.

E) The Additional Information Field is reserved for the Program Managers' Office (PMO) and requires no action from Cardholders.

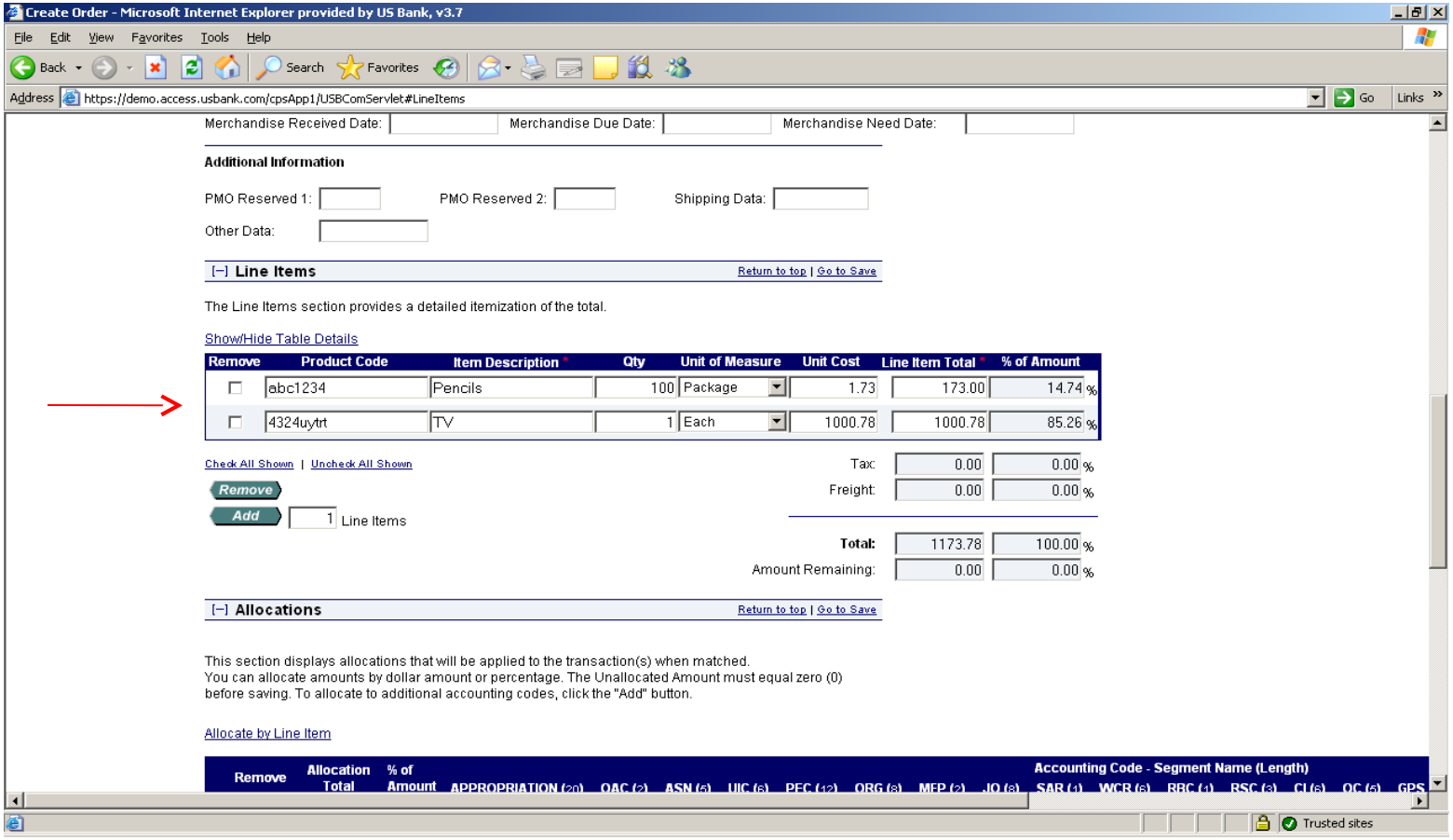
F) Line Items Field. If your Approving Official mandates that Cardholders enter each line item from the original receipt, then select the button marked "Add.“ The system will let you add as many lines as need to complete this task. Begin entering the following information: Item Description, Qty, Unit of Measure, and Unit Cost. When complete press enter. The system automatically totals each line item. Repeat this step until all line items are entered into the System. Line item entries must mirror the original receipt. **ORDERING OFFICIALS YOU MUST FILL IN THIS BLOCK.**

G) Allocations Field is reserved until payments are processed online.

I. CREATING AN ORDER CONTINUED


Create Order - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
Merchant
Name: * Thatcher Company
City:
State:
Postal Code:
Ship To
City:
State:
Postal Code:
Destination Code:
Hazardous Materials: * No
OCONUS Shipment Method:
Merchandise Received Date:
Merchandise Due Date:
Merchandise Need Date:
No
Yes
Additional Information
PMO Reserved 1:
PMO Reserved 2:
Shipping Data:
Other Data:
[−] Line Items
Return to top | Go to Save
The Line Items section provides a detailed itemization of the total.
Remove Product Code Item Description * Qty Unit of Measure Unit Cost Line Item Total * % of Amount
No Line Items have been defined for this Order. Click "Add" to add line items.
Add 1 Line Items
[−] Allocations
Return to top | Go to Save
This section displays allocations that will be applied to the transaction(s) when matched.
You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0)
before saving. To allocate to additional accounting codes, click the "Add" button.
Trusted sites

I. CREATING AN ORDER CONTINUED

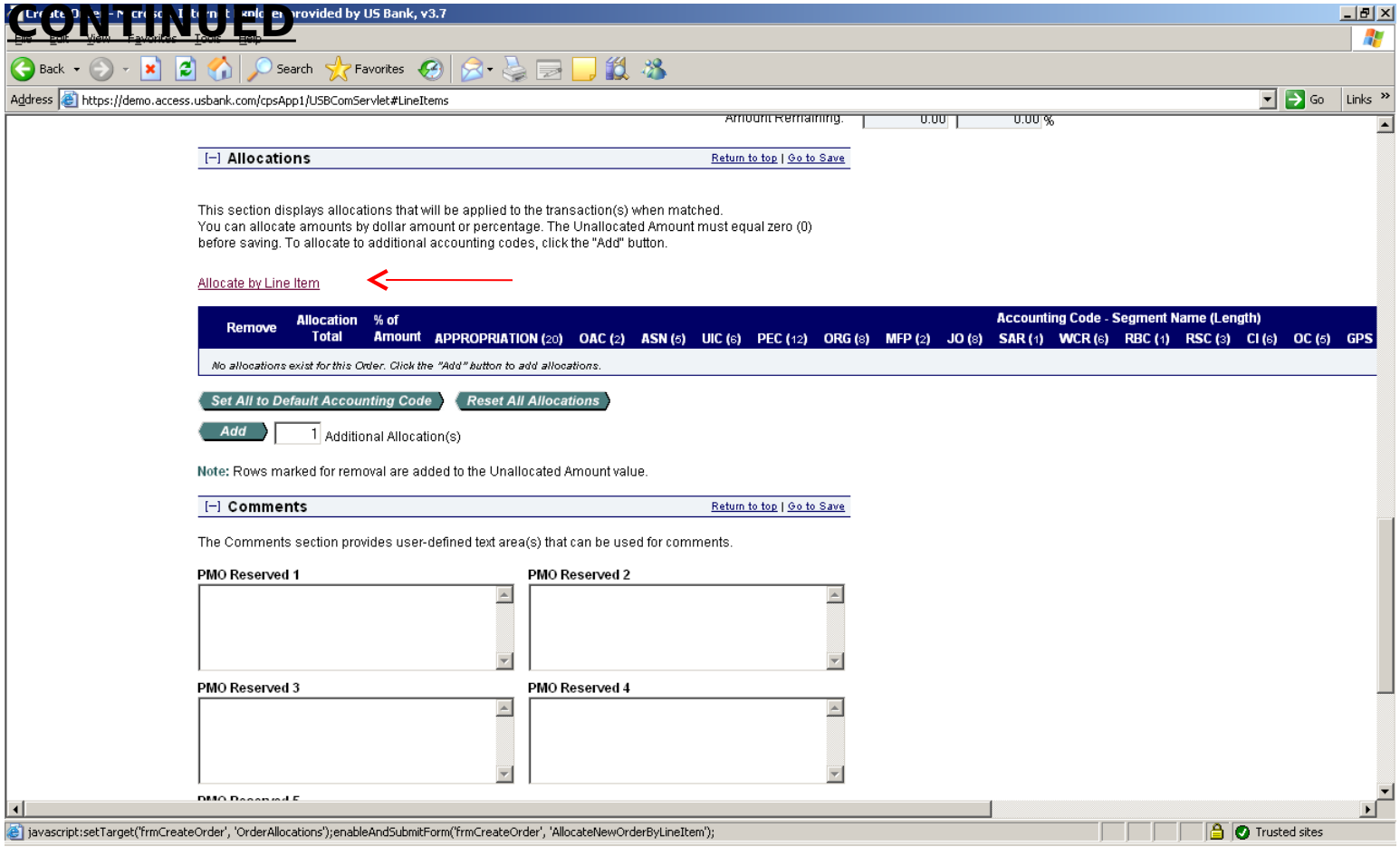


The example shows 2 line items added;

- The Product Code should be entered if available
- Item Description is required
- Enter Quantity, select Unit of Measure and enter Unit Cost

The Line Item Total and '% of Amount' fields will automatically be calculated.

I. CREATING AN ORDER CONTINUED

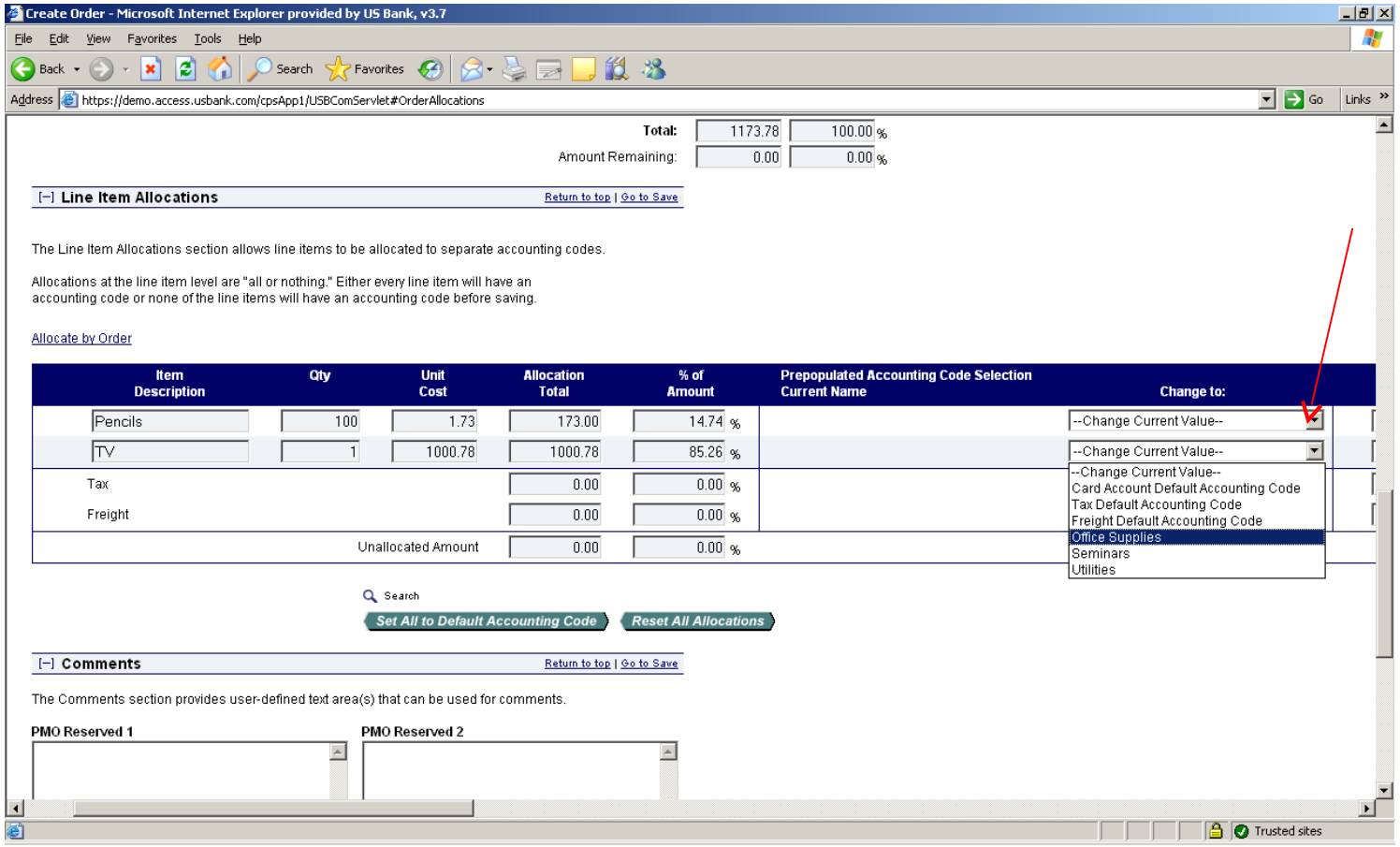


H) Allocations Field

For EDI enabled accounts, transaction post to the Default Line of Accounting on the Cardholder Account.

If the Cardholder would like to reallocate a transaction to an Alternate Line of Accounting they can do so by clicking Allocate by

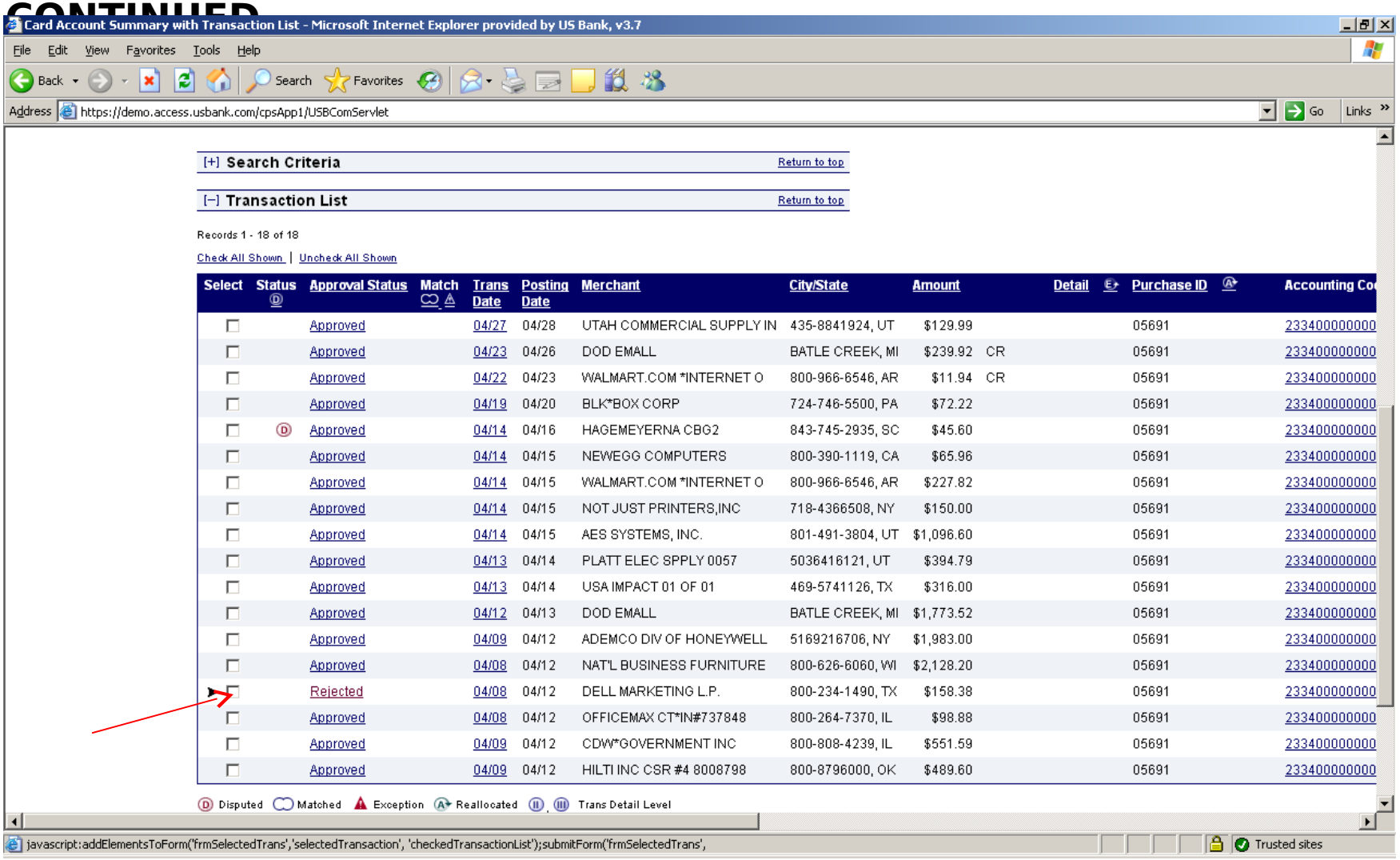
I. CREATING AN ORDER


Create Order - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet#OrderAllocations
Go Links
Total: 1173.78 100.00 %
Amount Remaining: 0.00 0.00 %
[−] Line Item Allocations
Return to top | Go to Save
The Line Item Allocations section allows line items to be allocated to separate accounting codes.
Allocations at the line item level are "all or nothing." Either every line item will have an accounting code or none of the line items will have an accounting code before saving.
Allocate by Order
Item Description
Qty
Unit Cost
Allocation Total
% of Amount
Prepopulated Accounting Code Selection Current Name
Change to:
Pencils 100 1.73 173.00 14.74 % --Change Current Value--
TV 1 1000.78 1000.78 85.26 % --Change Current Value--
Tax 0.00 0.00 %
Freight 0.00 0.00 %
Unallocated Amount 0.00 0.00 %
--Change Current Value--
Card Account Default Accounting Code
Tax Default Accounting Code
Freight Default Accounting Code
Office Supplies
Seminars
Utilities
Search
Set All to Default Accounting Code
Reset All Allocations
[−] Comments
Return to top | Go to Save
The Comments section provides user-defined text area(s) that can be used for comments.
PMO Reserved 1
PMO Reserved 2
Trusted sites

Here the cardholder can select the Alternate Line of accounting to reallocate that line if
required.

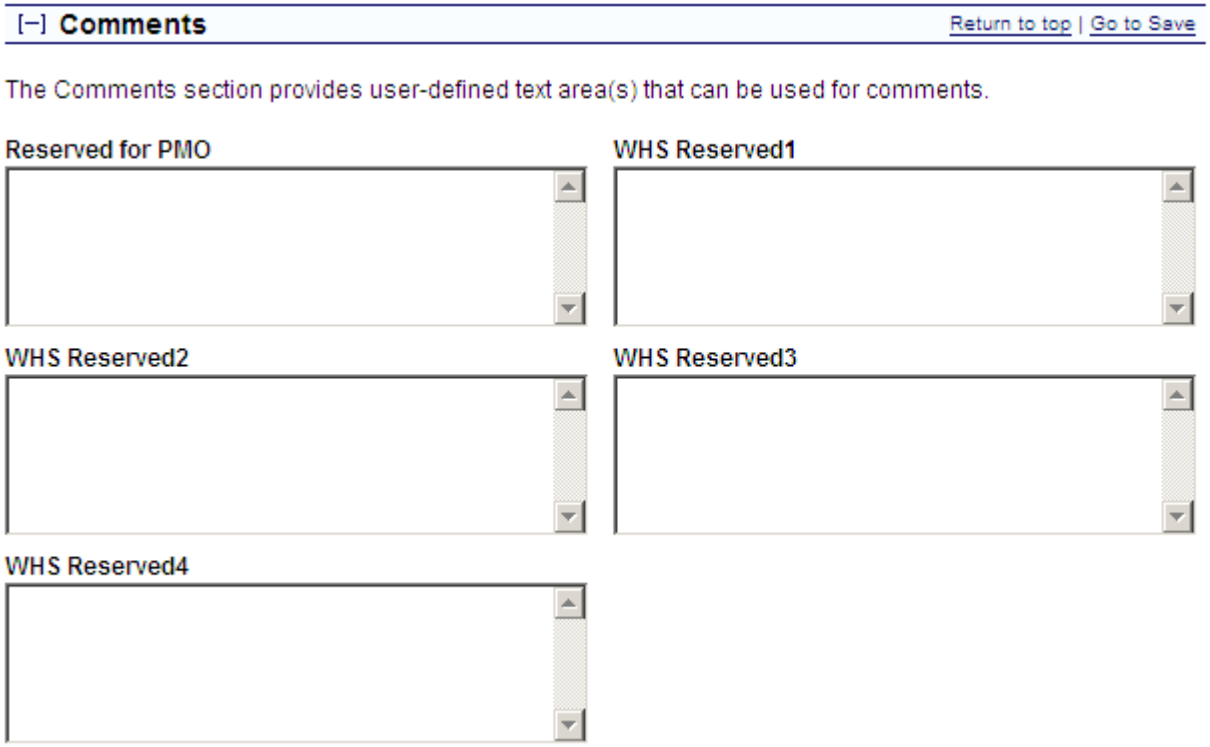
If the Cardholder selects wrong Line of Accounting, the Approving Official will Reject the
Transaction. The Approving Official will notify the Cardholder by email

I. CREATING AN ORDER CONTINUED


Card Account Summary with Transaction List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Records 1 - 18 of 18
Check All Shown | Uncheck All Shown
Select Status Approval Status Match Trans Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Co
Approved 04/27 04/28 UTAH COMMERCIAL SUPPLY IN 435-8841924, UT $129.99 05691 233400000000
Approved 04/23 04/26 DOD EMALL BATLE CREEK, MI $239.92 CR 05691 233400000000
Approved 04/22 04/23 WALMART.COM *INTERNET O 800-966-6546, AR $11.94 CR 05691 233400000000
Approved 04/19 04/20 BLK*BOX CORP 724-746-5500, PA $72.22 05691 233400000000
Approved 04/14 04/16 HAGEMEYERNA CBG2 843-745-2935, SC $45.60 05691 233400000000
Approved 04/14 04/15 NEWEGG COMPUTERS 800-390-1119, CA $65.96 05691 233400000000
Approved 04/14 04/15 WALMART.COM *INTERNET O 800-966-6546, AR $227.82 05691 233400000000
Approved 04/14 04/15 NOT JUST PRINTERS,INC 718-4366508, NY $150.00 05691 233400000000
Approved 04/14 04/15 AES SYSTEMS, INC. 801-491-3804, UT $1,096.60 05691 233400000000
Approved 04/13 04/14 PLATT ELEC SPPLY 0057 5036416121, UT $394.79 05691 233400000000
Approved 04/13 04/14 USA IMPACT 01 OF 01 469-5741126, TX $316.00 05691 233400000000
Approved 04/12 04/13 DOD EMALL BATLE CREEK, MI $1,773.52 05691 233400000000
Approved 04/09 04/12 ADEMCO DIV OF HONEYWELL 5169216706, NY $1,983.00 05691 233400000000
Approved 04/08 04/12 NAT'L BUSINESS FURNITURE 800-626-6060, WI $2,128.20 05691 233400000000
Rejected 04/08 04/12 DELL MARKETING L.P. 800-234-1490, TX $158.38 05691 233400000000
Approved 04/08 04/12 OFFICEMAX CT*IN#737848 800-264-7370, IL $98.88 05691 233400000000
Approved 04/09 04/12 CDW*GOVERNMENT INC 800-808-4239, IL $551.59 05691 233400000000
Approved 04/09 04/12 HILTI INC CSR #4 8008798 800-8796000, OK $489.60 05691 233400000000
Disputed Matched Exception Reallocated Trans Detail Level
javascript:addElementsToForm('frmSelectedTrans','selectedTransaction', 'checkedTransactionList');submitForm('frmSelectedTrans',
Trusted sites

The Approval Status will show as Rejected until the Cardholder fixes the pro
re-matches the transaction to the proper order.

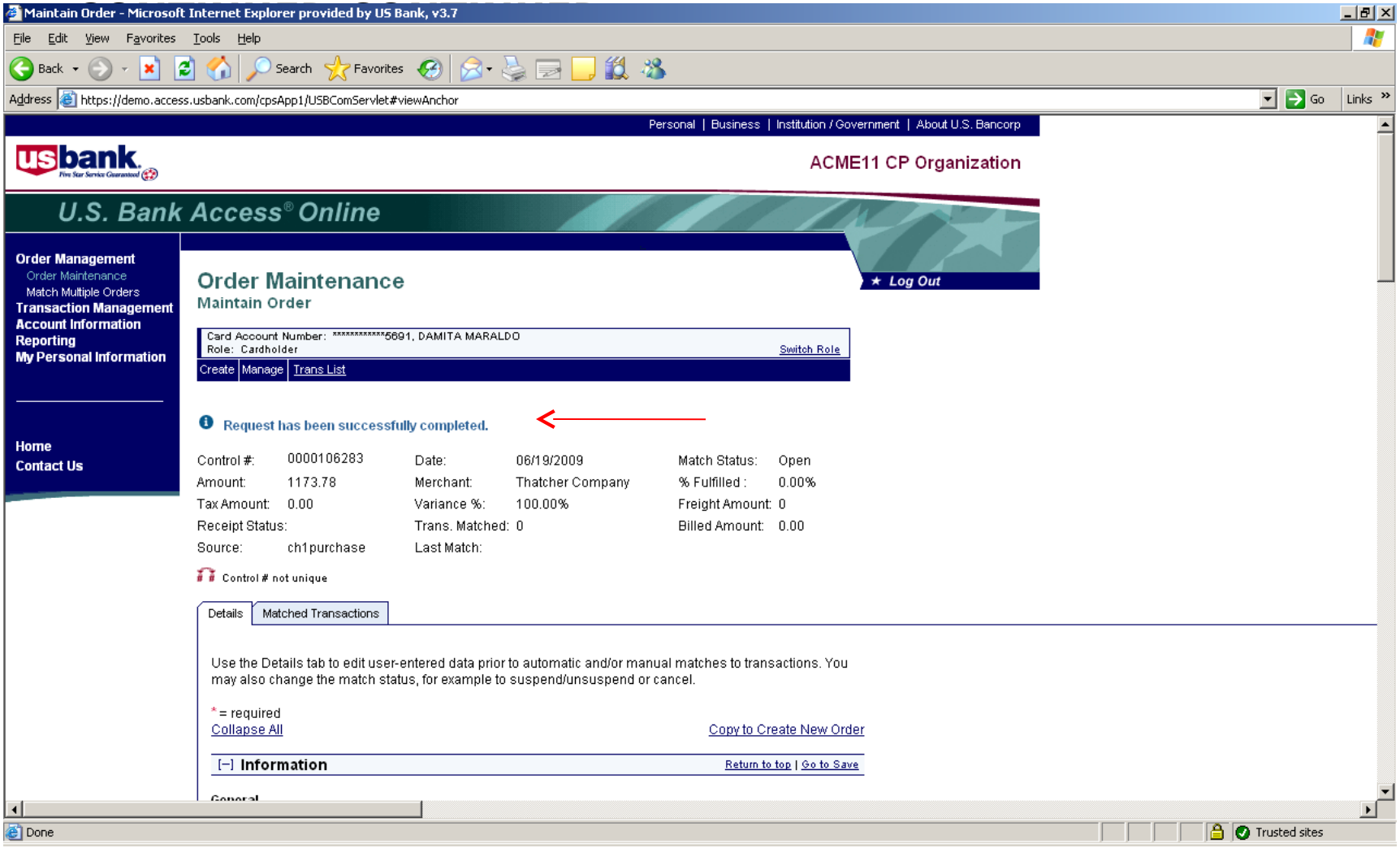
I. CREATING AN ORDER CONTINUED


[–] Comments
Return to top | Go to Save
The Comments section provides user-defined text area(s) that can be used for comments.
Reserved for PMO
WHS Reserved1
WHS Reserved2
WHS Reserved3
WHS Reserved4

I) Comments field has four (4) blocks marked as “WHS Reserved.” The cardholder may utilize these spaces for any additional comments about the item or items purchased.

5) After all the appropriate information is filled, select “SAVE” on the bottom of the

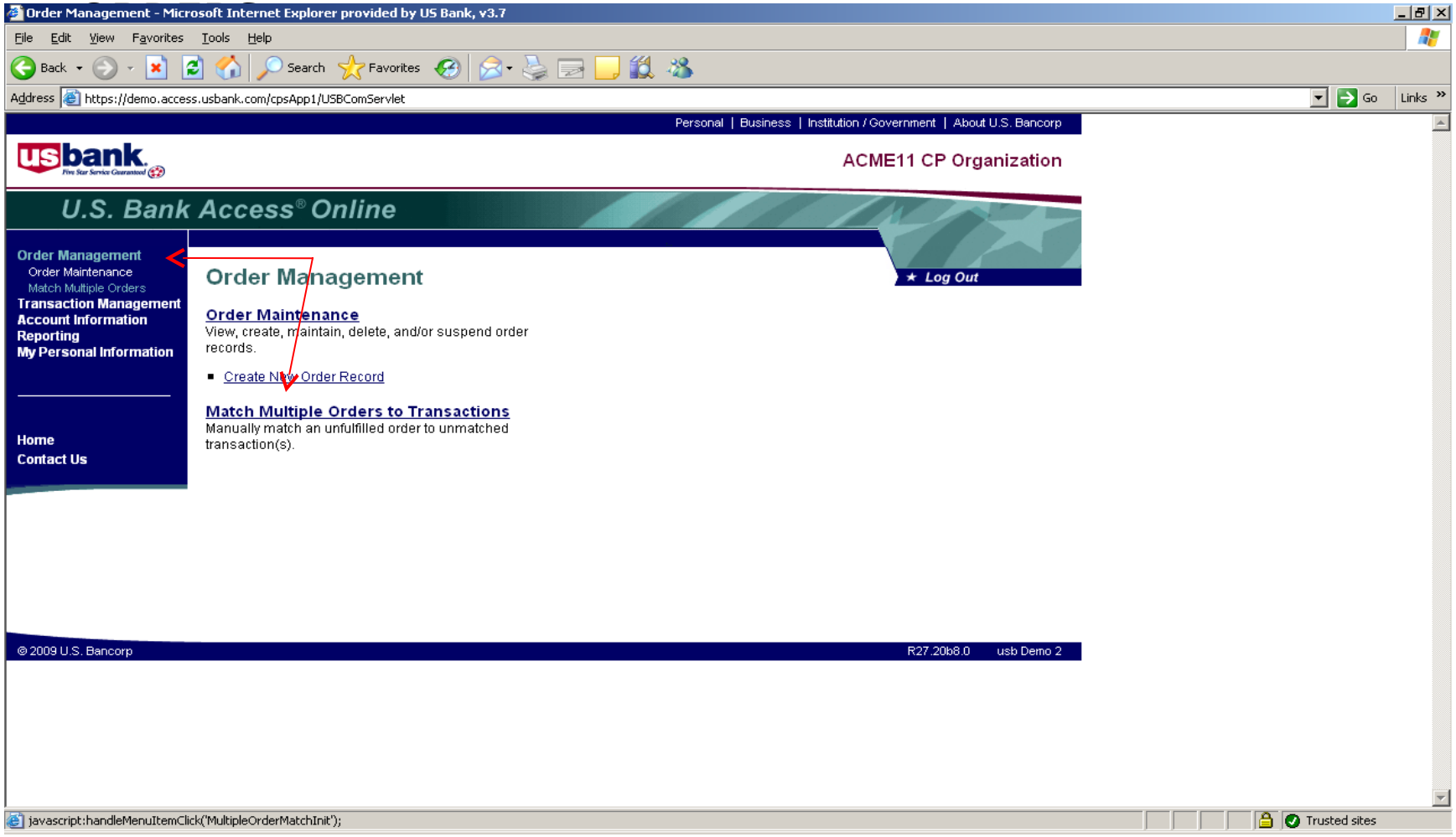
I. CREATING AN ORDER



When saved, a blue note will appear designating that the request was
successfully completed

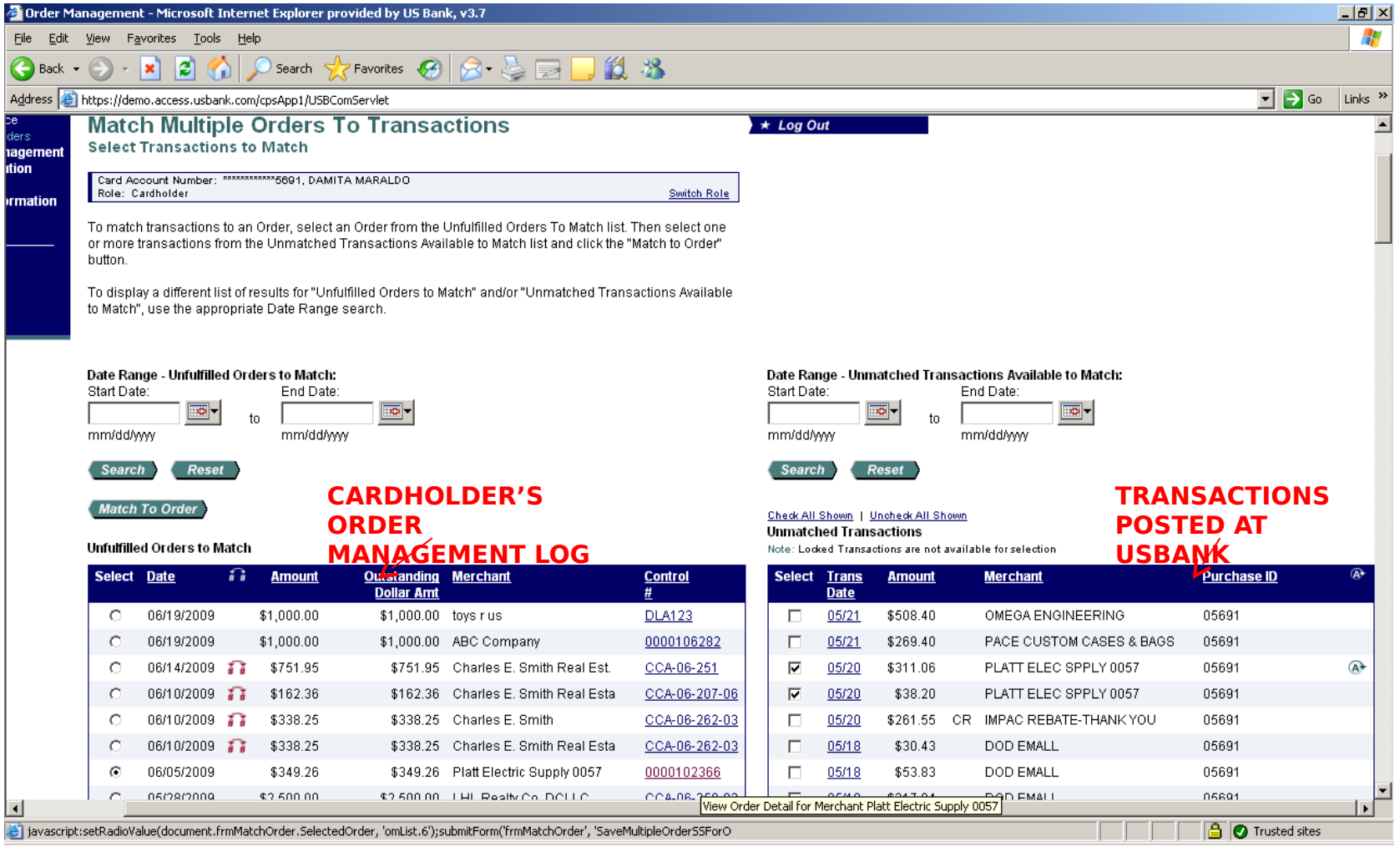
Matching a Transaction to an Order

II. MATCH MULTIPLE



1) Click on “Order Management”
2) Next , Click on “Match Multiple Orders to Transactions”

II. MATCH MULTIPLE ORDERS

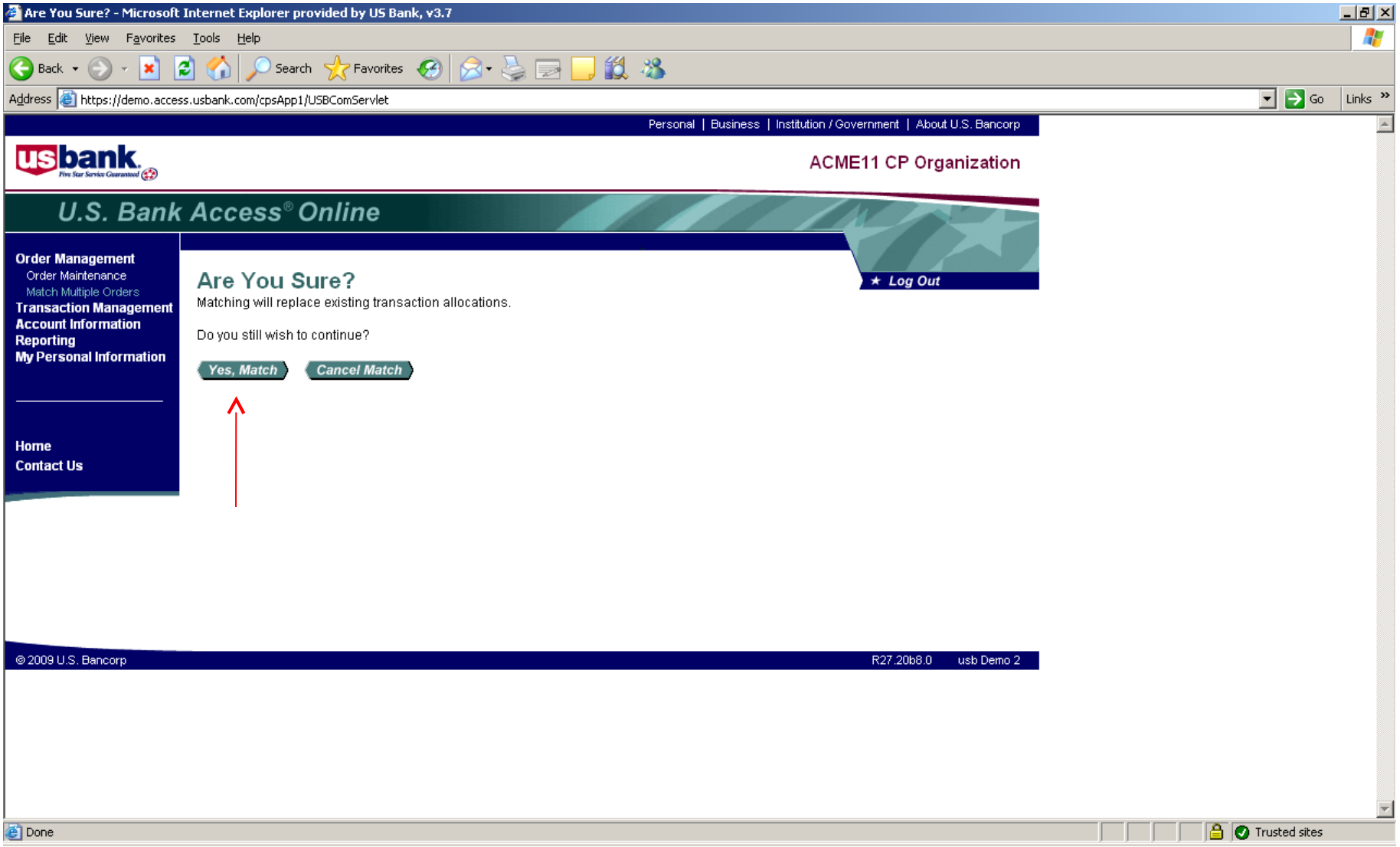

Order Management - Microsoft Internet Explorer provided by US Bank, v3.7
Match Multiple Orders To Transactions
Select Transactions to Match
Log Out
Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder
Switch Role
To match transactions to an Order, select an Order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.
To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.
Date Range - Unfulfilled Orders to Match:
Start Date:
End Date:
mm/dd/yyyy
to
Search
Reset
Match To Order
Date Range - Unmatched Transactions Available to Match:
Check All Shown | Uncheck All Shown
Unmatched Transactions
Note: Locked Transactions are not available for selection
CARDHOLDER'S ORDER MANAGEMENT LOG
TRANSACTIONS POSTED AT USBANK
Unfulfilled Orders to Match
Select
Date
Amount
Outstanding Dollar Amt
Merchant
Control #
06/19/2009 $1,000.00 $1,000.00 toys r us DLA123
06/19/2009 $1,000.00 $1,000.00 ABC Company 0000106282
06/14/2009 $751.95 $751.95 Charles E. Smith Real Est. CCA-06-251
06/10/2009 $162.36 $162.36 Charles E. Smith Real Esta CCA-06-207-06
06/10/2009 $338.25 $338.25 Charles E. Smith CCA-06-262-03
06/10/2009 $338.25 $338.25 Charles E. Smith Real Esta CCA-06-262-03
06/05/2009 $349.26 $349.26 Platt Electric Supply 0057 0000102366
Select
Trans Date
Amount
Merchant
Purchase ID
05/21 $508.40 OMEGA ENGINEERING 05691
05/21 $269.40 PACE CUSTOM CASES & BAGS 05691
05/20 $311.06 PLATT ELEC SPPLY 0057 05691
05/20 $38.20 PLATT ELEC SPPLY 0057 05691
05/20 $261.55 CR IMPAC REBATE-THANK YOU 05691
05/18 $30.43 DOD EMALL 05691
05/18 $53.83 DOD EMALL 05691
View Order Detail for Merchant Platt Electric Supply 0057
javascript:setRadioValue(document.frmMatchOrder.SelectedOrder, 'omList.6');submitForm('frmMatchOrder', 'SaveMultipleOrderSSForO
Trusted sites

3) To match transactions to an order:

a. Select an order from the "Unfulfilled Order to Match List (CH log located on left)

b. The select appropriate order from the "Unmatched Transactions Available to Match"

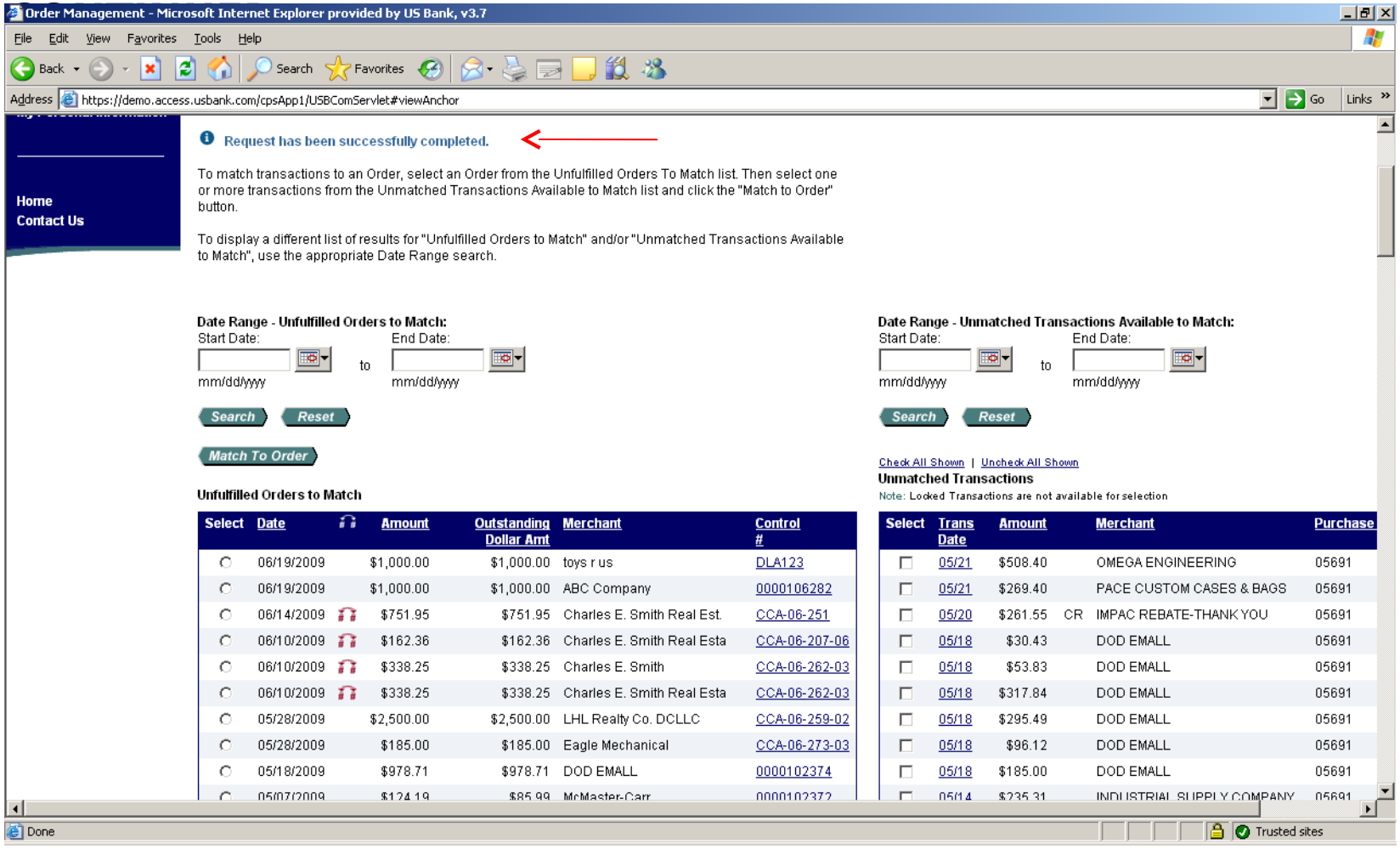
II. MATCH MULTIPLE ORDERS



4) Select “Yes, Match”

5) Once a Transaction has been matched, the system automatically approves the pending

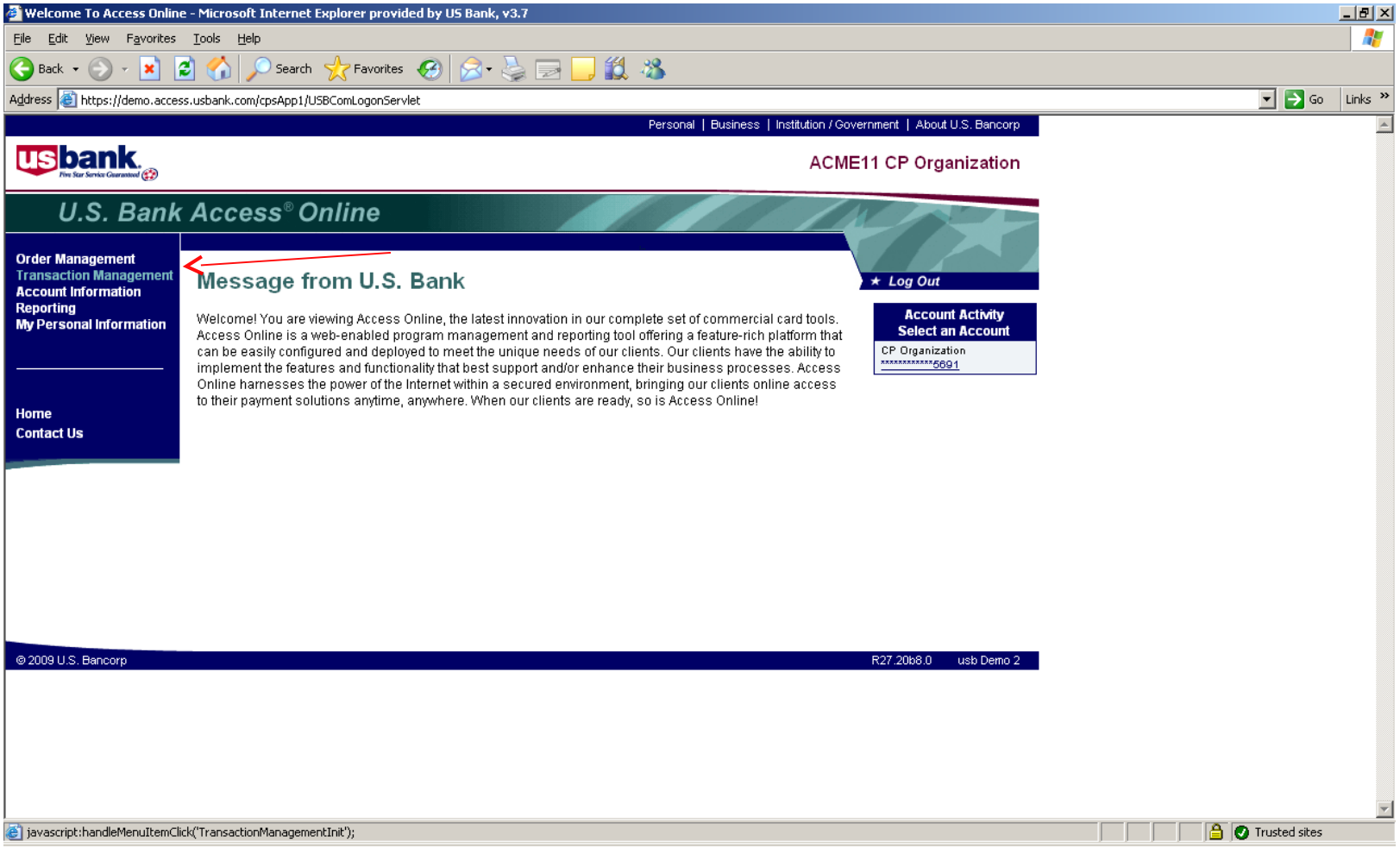
II. MATCH MULTIPLE ORDERS


Order Management - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet#viewAnchor
Go Links
Home
Contact Us
Request has been successfully completed.
To match transactions to an Order, select an Order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.
To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.
Date Range - Unfulfilled Orders to Match:
Start Date:
End Date:
mm/dd/yyyy
to
mm/dd/yyyy
Search
Reset
Match To Order
Date Range - Unmatched Transactions Available to Match:
Start Date:
End Date:
mm/dd/yyyy
to
mm/dd/yyyy
Search
Reset
Check All Shown | Uncheck All Shown
Unmatched Transactions
Note: Locked Transactions are not available for selection
Unfulfilled Orders to Match
Select Date Amount Outstanding Dollar Amt Merchant Control #
06/19/2009 $1,000.00 $1,000.00 toys r us DLA123
06/19/2009 $1,000.00 $1,000.00 ABC Company 0000106282
06/14/2009 $751.95 $751.95 Charles E. Smith Real Est. CCA-06-251
06/10/2009 $162.36 $162.36 Charles E. Smith Real Esta CCA-06-207-06
06/10/2009 $338.25 $338.25 Charles E. Smith CCA-06-262-03
06/10/2009 $338.25 $338.25 Charles E. Smith Real Esta CCA-06-262-03
05/28/2009 $2,500.00 $2,500.00 LHL Realty Co. DCLLC CCA-06-259-02
05/28/2009 $185.00 $185.00 Eagle Mechanical CCA-06-273-03
05/18/2009 $978.71 $978.71 DOD EMALL 0000102374
Select Trans Date Amount Merchant Purchase
05/21 $508.40 OMEGA ENGINEERING 05691
05/21 $269.40 PACE CUSTOM CASES & BAGS 05691
05/20 $261.55 CR IMPAC REBATE-THANK YOU 05691
05/18 $30.43 DOD EMALL 05691
05/18 $53.83 DOD EMALL 05691
05/18 $317.84 DOD EMALL 05691
05/18 $295.49 DOD EMALL 05691
05/18 $96.12 DOD EMALL 05691
05/18 $185.00 DOD EMALL 05691
Done
Trusted sites

6) Blue note shows match completed successfully
7) Continue process until all transactions are matched on the current Bill

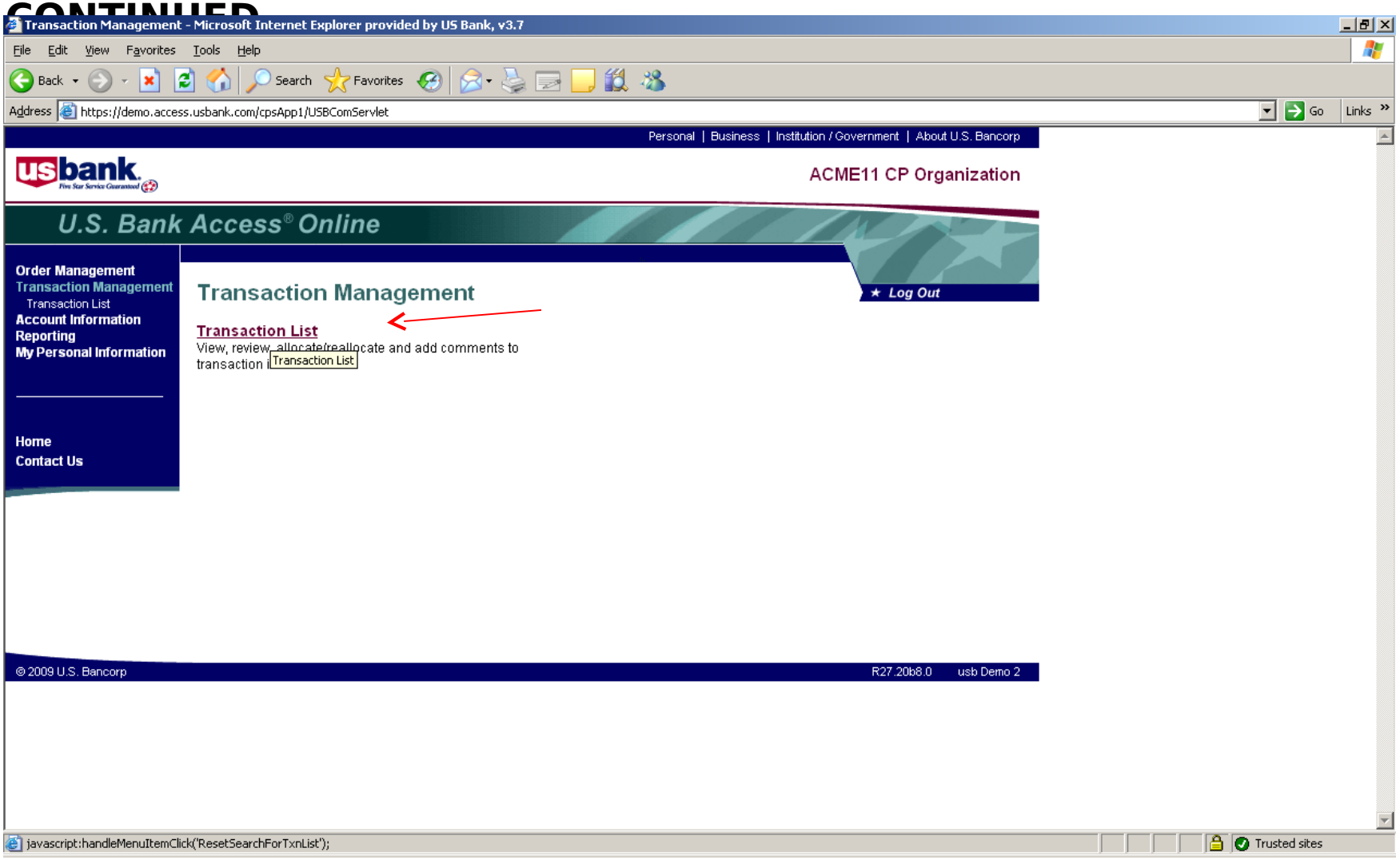
Approving a Cardholder Statement

III. APPROVING CARDHOLDER'S MONTHLY


Welcome To Access Online - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComLogonServlet
Go Links
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
ACME11 CP Organization
U.S. Bank Access® Online
Order Management
Transaction Management
Account Information
Reporting
My Personal Information
Home
Contact Us
Message from U.S. Bank
★ Log Out
Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment, bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online!
Account Activity
Select an Account
CP Organization
5691
© 2009 U.S. Bancorp
R27.20b8.0 usb Demo 2
javascript:handleMenuItemClick('TransactionManagementInit');
Trusted sites

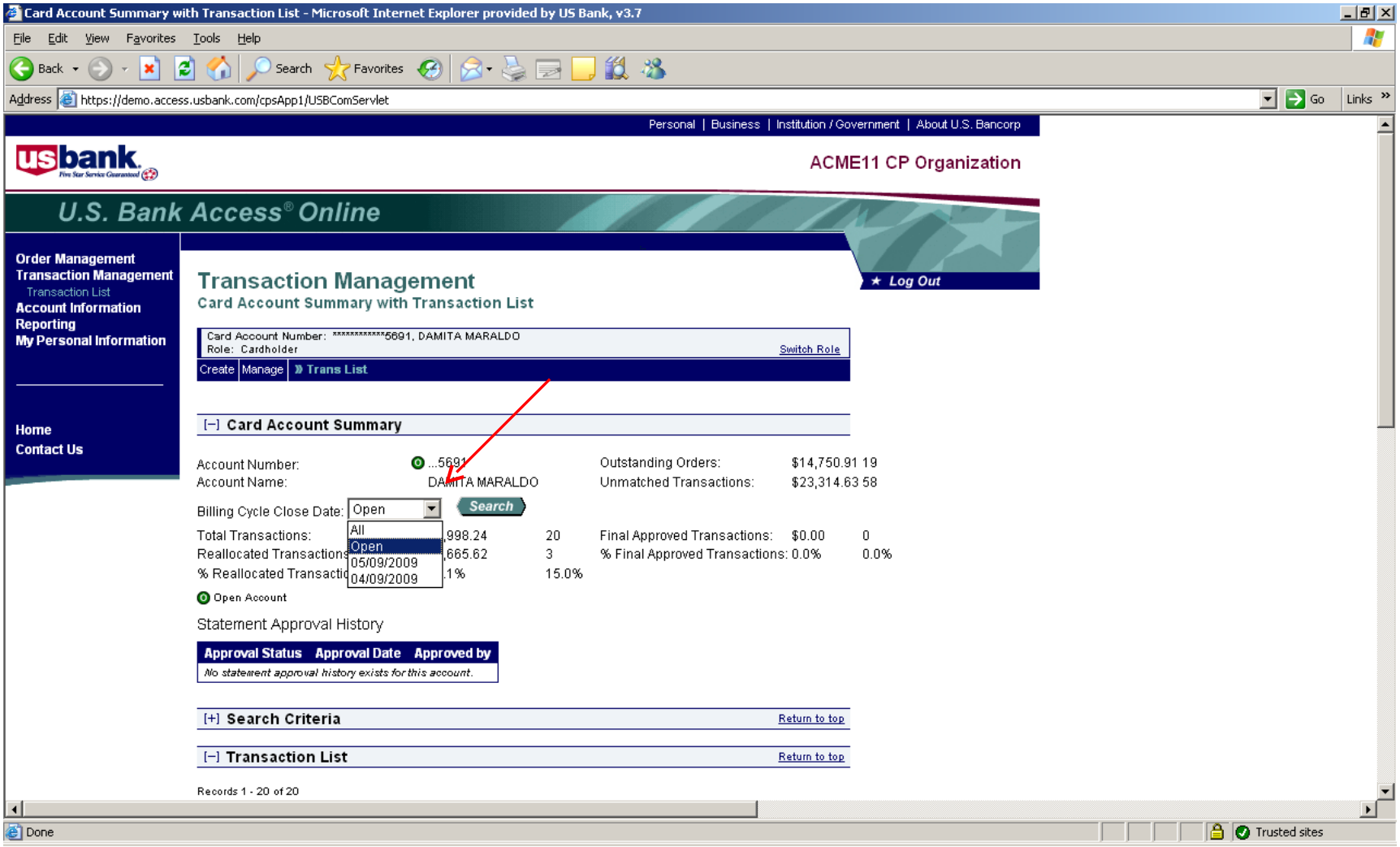
1) Click on "Transaction Management" located in the dark blue task bar (le of screen)

III. APPROVING CARDHOLDER'S MONTHLY STATEMENT CONTINUED



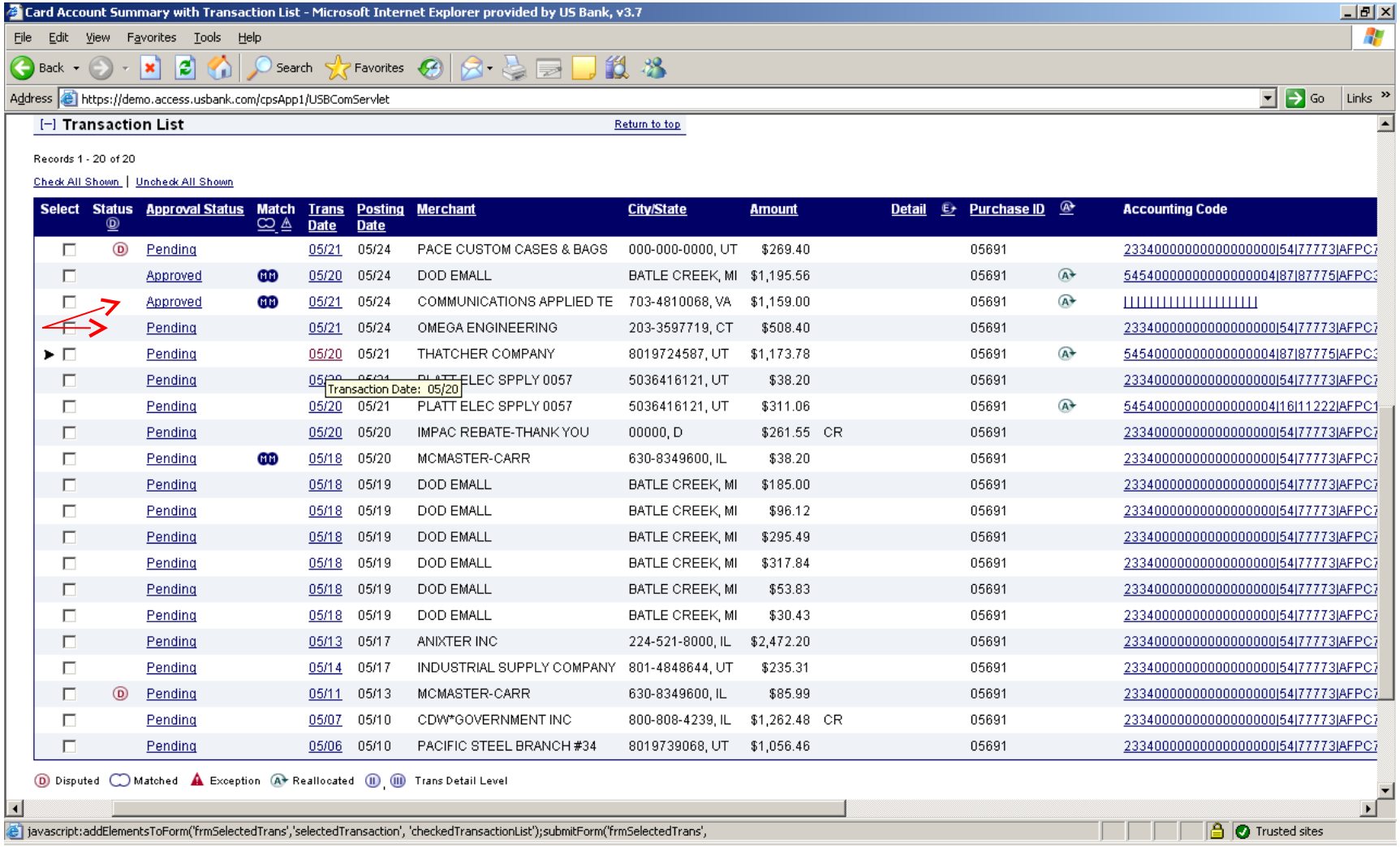
2) Select "Transaction List"

III. APPROVING CARDHOLDER'S MONTHLY STATEMENT CONTINUED



3) The following steps are required to approve the Cardholders monthly
   a. Drop down the "Billing Cycle Close Date" to the appropriate cycle d
      "Search" button

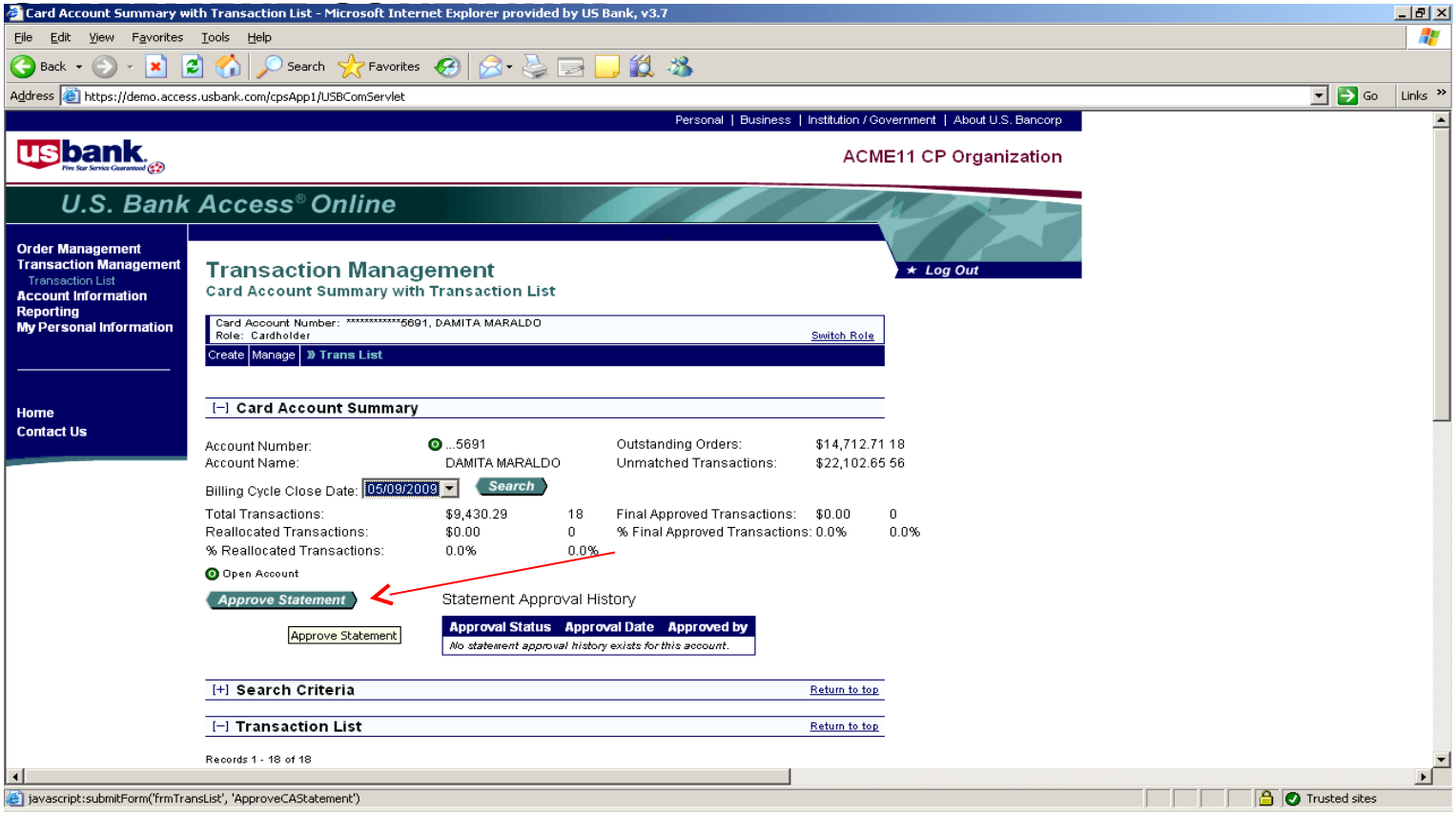
III. APPROVING CARDHOLDER'S MONTHLY


Card Account Summary with Transaction List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
[–] Transaction List
Return to top
Records 1 - 20 of 20
Check All Shown | Uncheck All Shown
Transaction Date: 05/20
D Disputed Matched Exception Reallocated Trans Detail Level
javascript:addElementsToForm('frmSelectedTrans','selectedTransaction', 'checkedTransactionList');submitForm('frmSelectedTrans',
Trusted sites

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
☐	D	Pending		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40		05691	2334000000000000000000|54|77773|AFPC7
☐		Approved	MM	05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56		05691	5454000000000000000004|87|87775|AFPC3
☐		Approved	MM	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		05691	
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691	5454000000000000000004|87|87775|AFPC3
☐		Pending		05/20	05/20	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06		05691	5454000000000000000004|16|11222|AFPC1
☐		Pending		05/20	05/20	IMPAC REBATE-THANK YOU	00000, D	$261.55	CR	05691	2334000000000000000000|54|77773|AFPC7
☐		Pending	MM	05/18	05/20	MCMASTER-CARR	630-8349600, IL	$38.20		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$185.00		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$96.12		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$295.49		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$317.84		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$53.83		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$30.43		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/13	05/17	ANIXTER INC	224-521-8000, IL	$2,472.20		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/14	05/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31		05691	2334000000000000000000|54|77773|AFPC7
☐	D	Pending		05/11	05/13	MCMASTER-CARR	630-8349600, IL	$85.99		05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48	CR	05691	2334000000000000000000|54|77773|AFPC7
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46		05691	2334000000000000000000|54|77773|AFPC7

b. Review your transactions list to ensure all transactions are matched and approved

III. APPROVING CARDHOLDER'S MONTHLY



c. Click the "Approve Statement" button

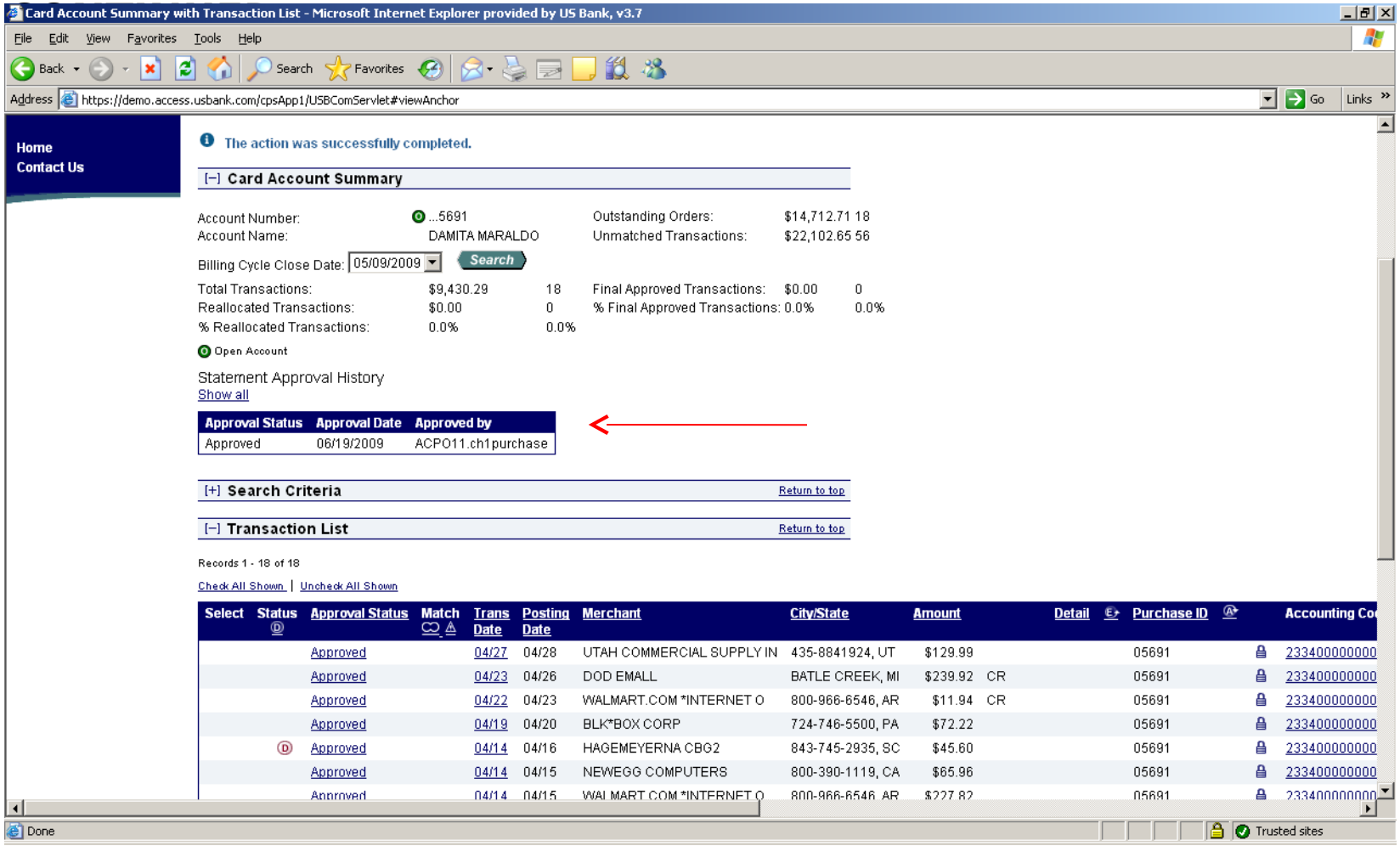
4)Before a Cardholder can approve the monthly statement all pending transaction list in "Transaction Management" must be approved. NOTE: Statements **cannot** be approved until the end of the billing cycle

III. APPROVING CARDHOLDER'S MONTHLY STATEMENT CONTINUED

Card Account Statement Confirmation - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
ACME11 CP Organization
U.S. Bank Access® Online
Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information
Home
Contact Us
Log Out
Transaction Management
Card Account Statement Confirmation
I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.
Agree
Disagree
Agree
© 2009 U.S. Bancorp
R27.20b8.0 usb Demo 2
javascript:submitForm('frmAYS', 'CASingleStatementConfirmationAgreement')
Trusted sites

5) Select the "Agree" button to certify statement

III. APPROVING CARDHOLDER'S MONTHLY STATEMENT


Card Account Summary with Transaction List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet#viewAnchor
Go Links
Home
Contact Us
The action was successfully completed.
[−] Card Account Summary
Account Number: ...5691
Account Name: DAMITA MARALDO
Outstanding Orders: $14,712.71 18
Unmatched Transactions: $22,102.65 56
Billing Cycle Close Date: 05/09/2009
Search
Total Transactions: $9,430.29 18
Reallocated Transactions: $0.00 0
% Reallocated Transactions: 0.0% 0.0%
Final Approved Transactions: $0.00 0
% Final Approved Transactions: 0.0% 0.0%
Open Account
Statement Approval History
Show all
Approval Status | Approval Date | Approved by
Approved | 06/19/2009 | ACPO11.ch1purchase
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Records 1 - 18 of 18
Check All Shown | Uncheck All Shown
Select | Status | Approval Status | Match | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Co
Approved | 04/27 | 04/28 | UTAH COMMERCIAL SUPPLY IN | 435-8841924, UT | $129.99 | 05691 | 233400000000
Approved | 04/23 | 04/26 | DOD EMALL | BATLE CREEK, MI | $239.92 CR | 05691 | 233400000000
Approved | 04/22 | 04/23 | WALMART.COM *INTERNET O | 800-966-6546, AR | $11.94 CR | 05691 | 233400000000
Approved | 04/19 | 04/20 | BLK*BOX CORP | 724-746-5500, PA | $72.22 | 05691 | 233400000000
Approved | 04/14 | 04/16 | HAGEMEYERNA CBG2 | 843-745-2935, SC | $45.60 | 05691 | 233400000000
Approved | 04/14 | 04/15 | NEWEGG COMPUTERS | 800-390-1119, CA | $65.96 | 05691 | 233400000000
Done
Trusted sites

6) Once the statement is approved you will see in the "Statement Approval History" box;
   a. Approved Status
   b. Approved Date
   c. Approved by

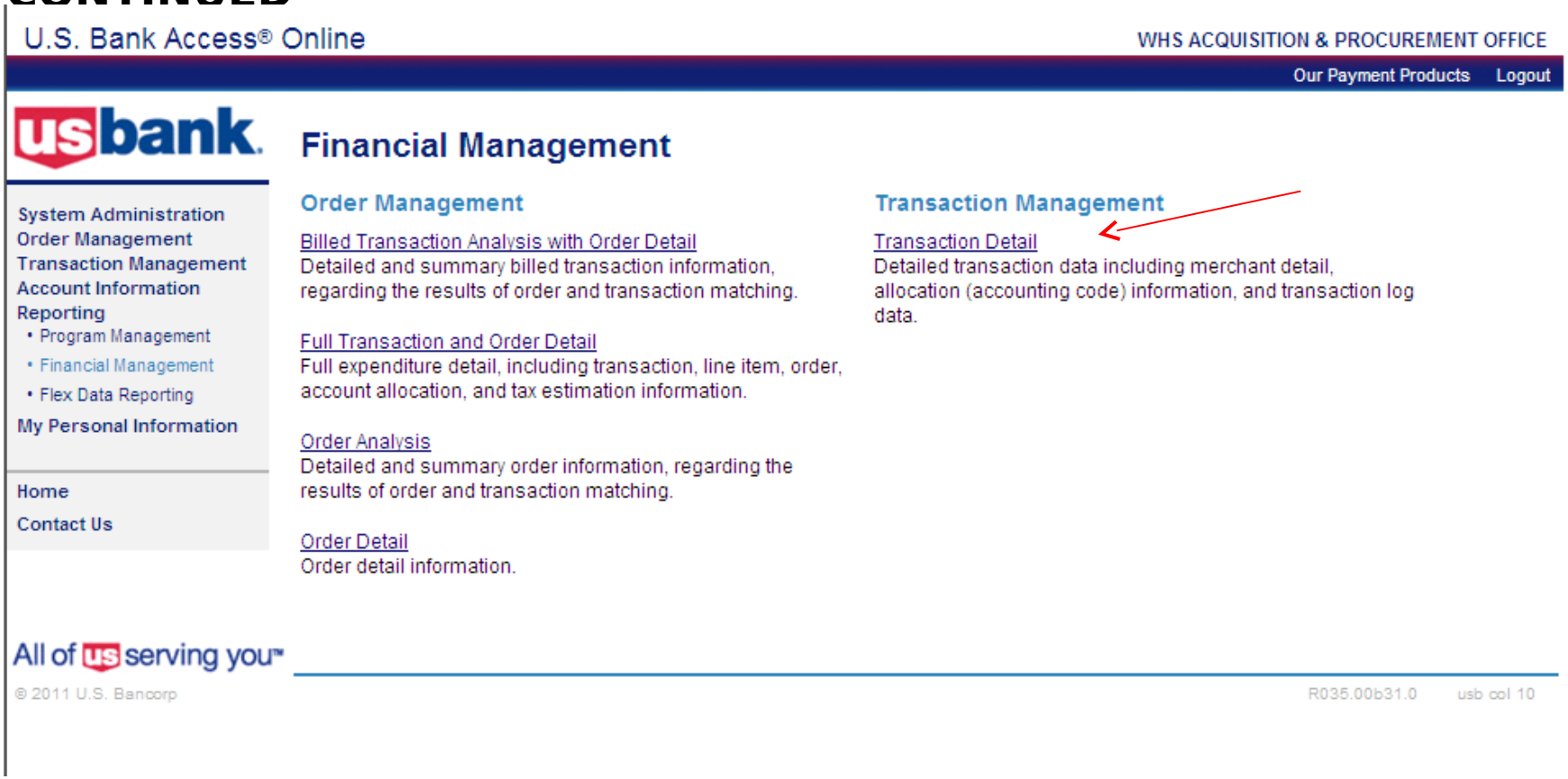
IV. TRANSACTION DETAIL REPORT

1) Click on “Reporting” located in the dark blue task bar (left of screen.

IV. TRANSACTION DETAIL REPORT CONTINUED

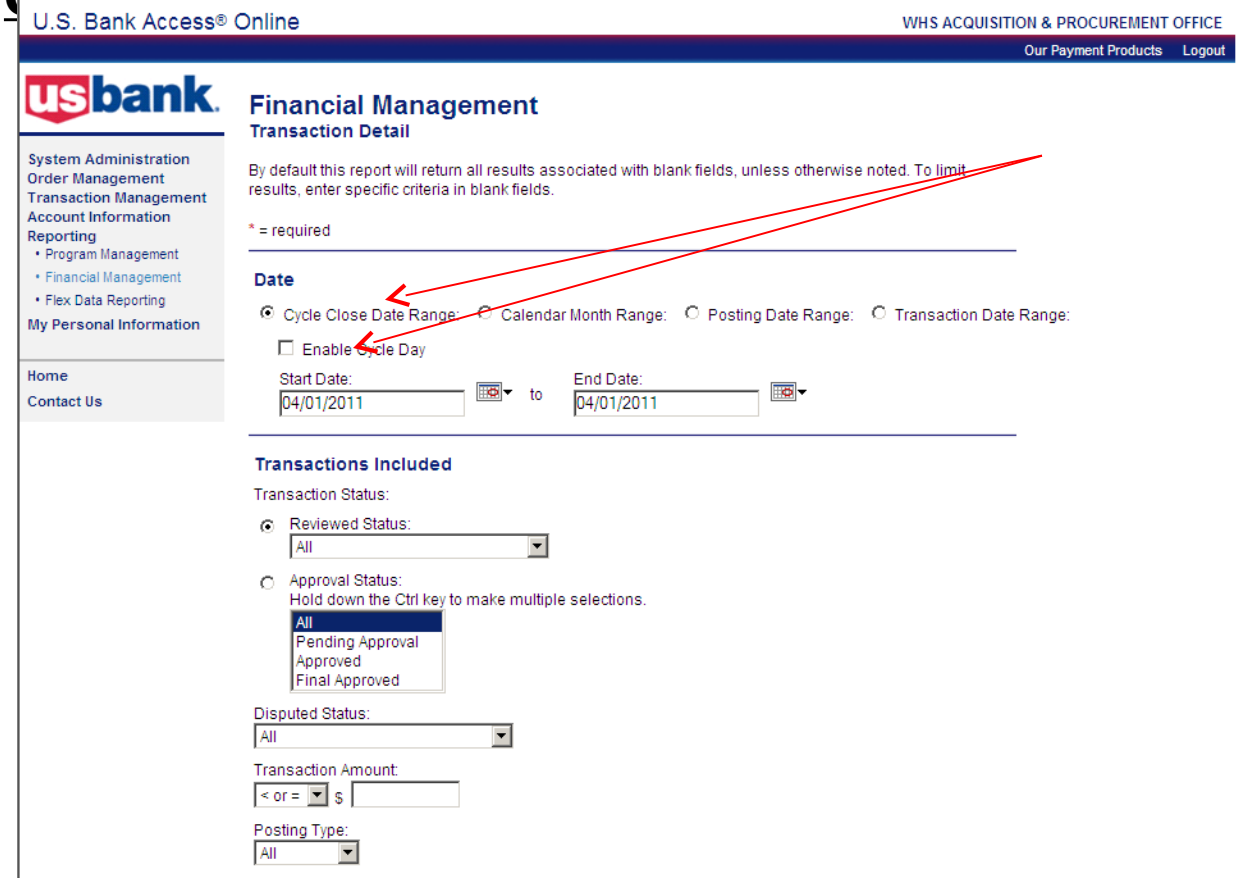
2) Click on “Financial Management”

IV. TRANSACTION DETAIL REPORT CONTINUED


U.S. Bank Access® Online
WHS ACQUISITION & PROCUREMENT OFFICE
Our Payment Products
Logout
usbank
Financial Management
System Administration
Order Management
Transaction Management
Account Information
Reporting
• Program Management
• Financial Management
• Flex Data Reporting
My Personal Information
Home
Contact Us
Order Management
Billed Transaction Analysis with Order Detail
Detailed and summary billed transaction information, regarding the results of order and transaction matching.
Full Transaction and Order Detail
Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.
Order Analysis
Detailed and summary order information, regarding the results of order and transaction matching.
Order Detail
Order detail information.
Transaction Management
Transaction Detail
Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.
All of us serving you™
© 2011 U.S. Bancorp
R035.00b31.0
usb col 10

3) Select “Transaction Detail”

IV. TRANSACTION DETAIL REPORT CONTINUED



4) In selecting the Transaction Detail you can do this 2 ways.;

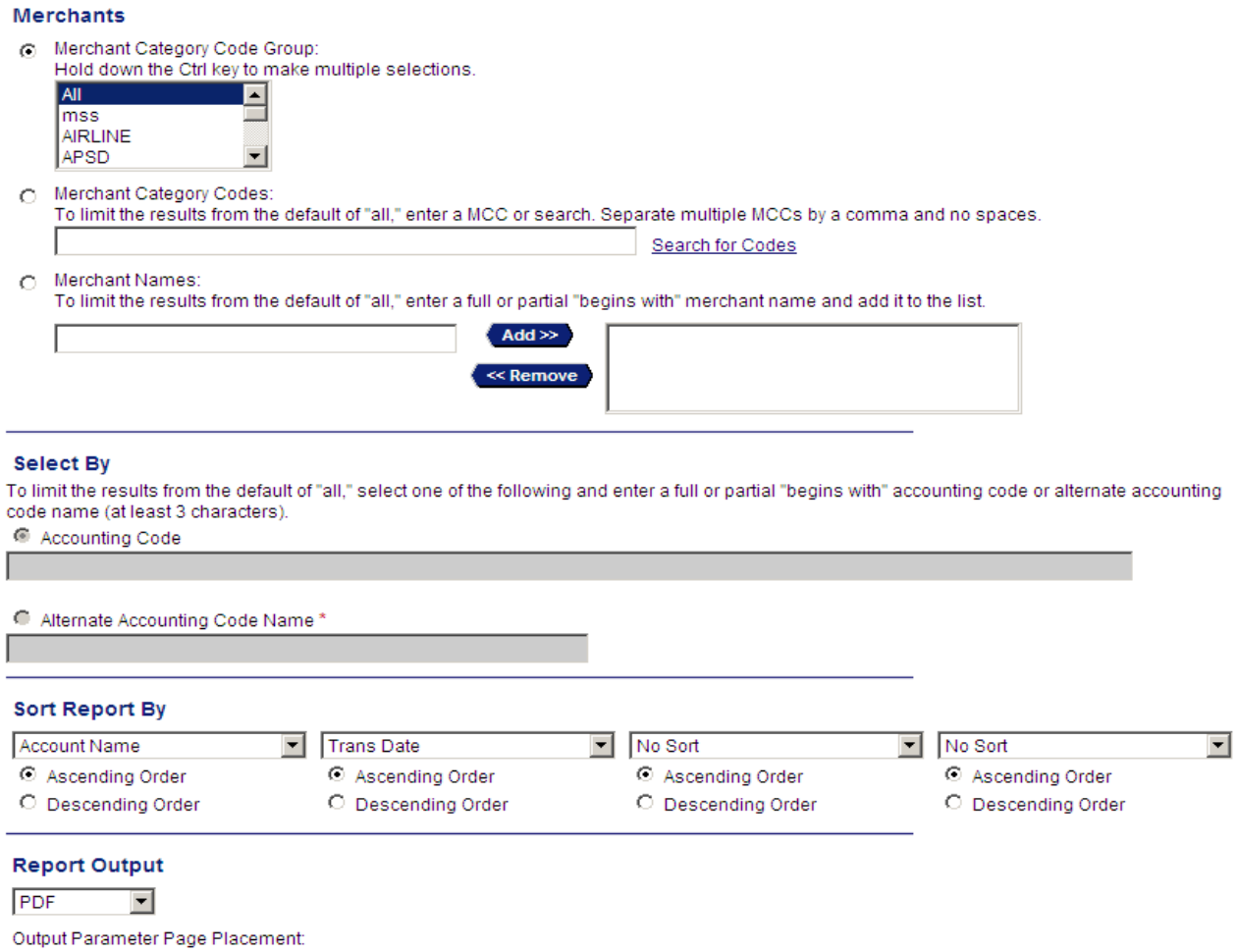
a. Select “Cycle Date Range”. Enter the Month, Date, and Year of Pertinent Cycle. EXAMPLE: To print the March 2006 report; Use Feb 20 2006 to Mar 19 2006

or

b. Select “Enable Cycle Dates” from the pull down menu.

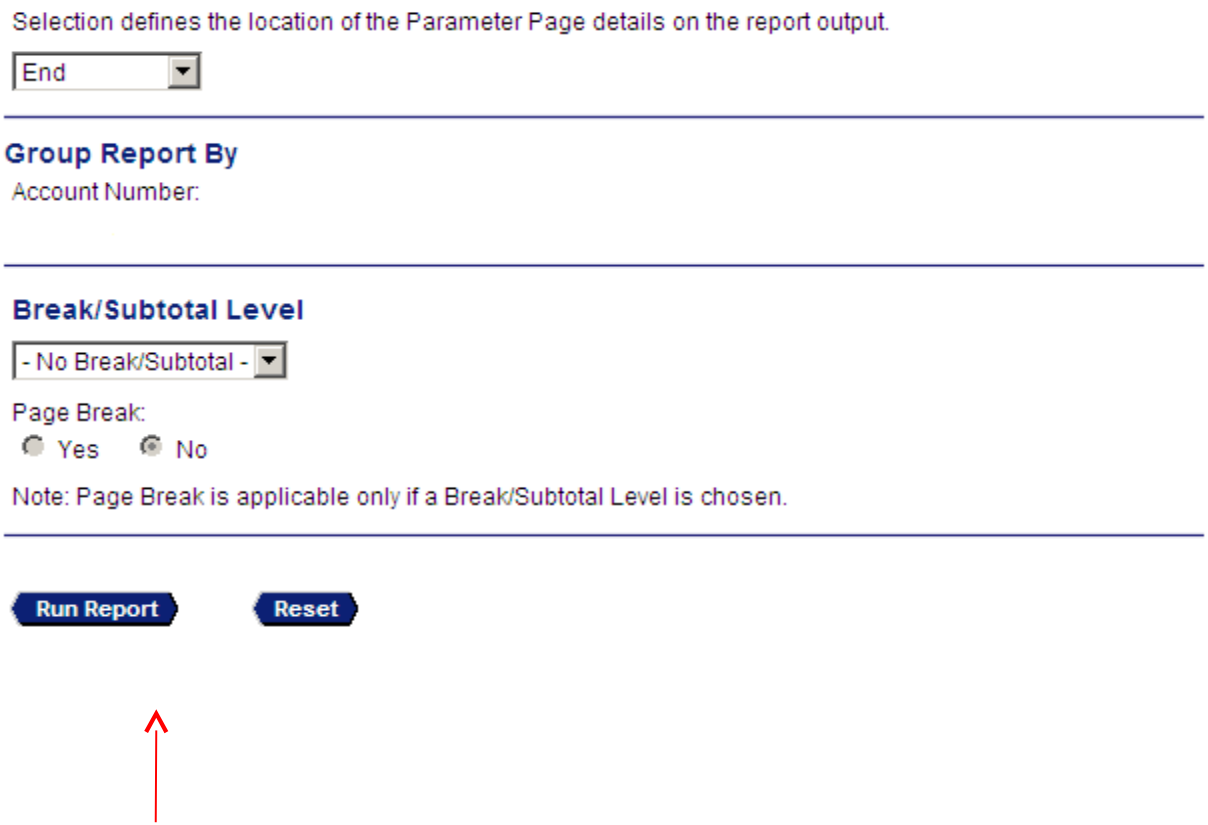
Example: If the cycle ends on the 19th, you would select 19 Mar

IV. TRANSACTION DETAIL REPORT CONTINUED


Merchants
Merchant Category Code Group:
Hold down the Ctrl key to make multiple selections.
All
mss
AIRLINE
APSD
Merchant Category Codes:
To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.
Search for Codes
Merchant Names:
To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.
Add >>
<< Remove
Select By
To limit the results from the default of "all," select one of the following and enter a full or partial "begins with" accounting code or alternate accounting code name (at least 3 characters).
Accounting Code
Alternate Accounting Code Name *
Sort Report By
Account Name
Trans Date
No Sort
No Sort
Ascending Order
Descending Order
Report Output
PDF
Output Parameter Page Placement:

5) Report Output format is automatically set in Access Online and changes are not required

IV. TRANSACTION DETAIL REPORT CONTINUED



6) Select “Run Report” button

IV. TRANSACTION DETAIL REPORT CONTINUED

Report Date: 04/06/2011

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name:		Account Number			Optional 1:	3rd Line Embossing:		Lost/Stolen Account:		Replacement Account:		
02/18/2011	02/21/2011	60847	5943	STATIONERY STORE/SUPPLIES	CAPITOL SUPPLY IN01 OF 01	FL	592356573	$ 87.79	Memo	656364C1599784X3194	Not Reviewed	No
02/21/2011	02/22/2011	60847	5943	STATIONERY STORE/SUPPLIES	FAXPLUS INC 01 OF 01	VA	521568684	202.50	Memo	120752	Not Reviewed	No
02/23/2011	02/25/2011	60847	7399	BUSINESS SERVICES -OTHER	VA IND FOR THE BLIND -	VA	546000814	160.59	Memo	950-33535	Not Reviewed	No
02/24/2011	02/28/2011	60847	7399	BUSINESS SERVICES -OTHER	VA IND FOR THE BLIND -	VA	546000814	699.88	Memo	950-33572	Not Reviewed	No
02/25/2011	02/28/2011	60847	7372	COMPUTER AND DATA PROCESS	V&A INC	TX	850402770	2,497.50	Memo		Not Reviewed	No
03/04/2011	03/17/2011	60847	5111	WHOLESALE OFFICE SUP	BENJAMIN OFFICE SU	MD	521213158	11.40	Memo		Not Reviewed	No
03/07/2011	03/09/2011	60847	5111	WHOLESALE OFFICE SUP	CAPITOL SUPPLY IN01 OF 01	FL	592356573	74.70	Memo	NC2011030708410747 16	Not Reviewed	No
03/08/2011	03/10/2011	60847	7399	BUSINESS SERVICES -OTHER	VA IND FOR THE BLIND -	VA	546000814	105.94	Memo	950-33939	Not Reviewed	No
03/11/2011	03/14/2011	60847	7399	BUSINESS SERVICES -OTHER	VA IND FOR THE BLIND -	VA	546000814	59.68	Memo	950-34081	Not Reviewed	No
03/16/2011	03/18/2011	60847	7399	BUSINESS SERVICES -OTHER	VA IND FOR THE BLIND -	VA	546000814	30.88	Memo	950-34151	Not Reviewed	No
03/17/2011	03/18/2011	60847	5943	STATIONERY STORE/SUPPLIES	FAXPLUS INC 01 OF 01	VA	521568684	188.00	Memo	132047	Not Reviewed	No

Total Number of Records: 11

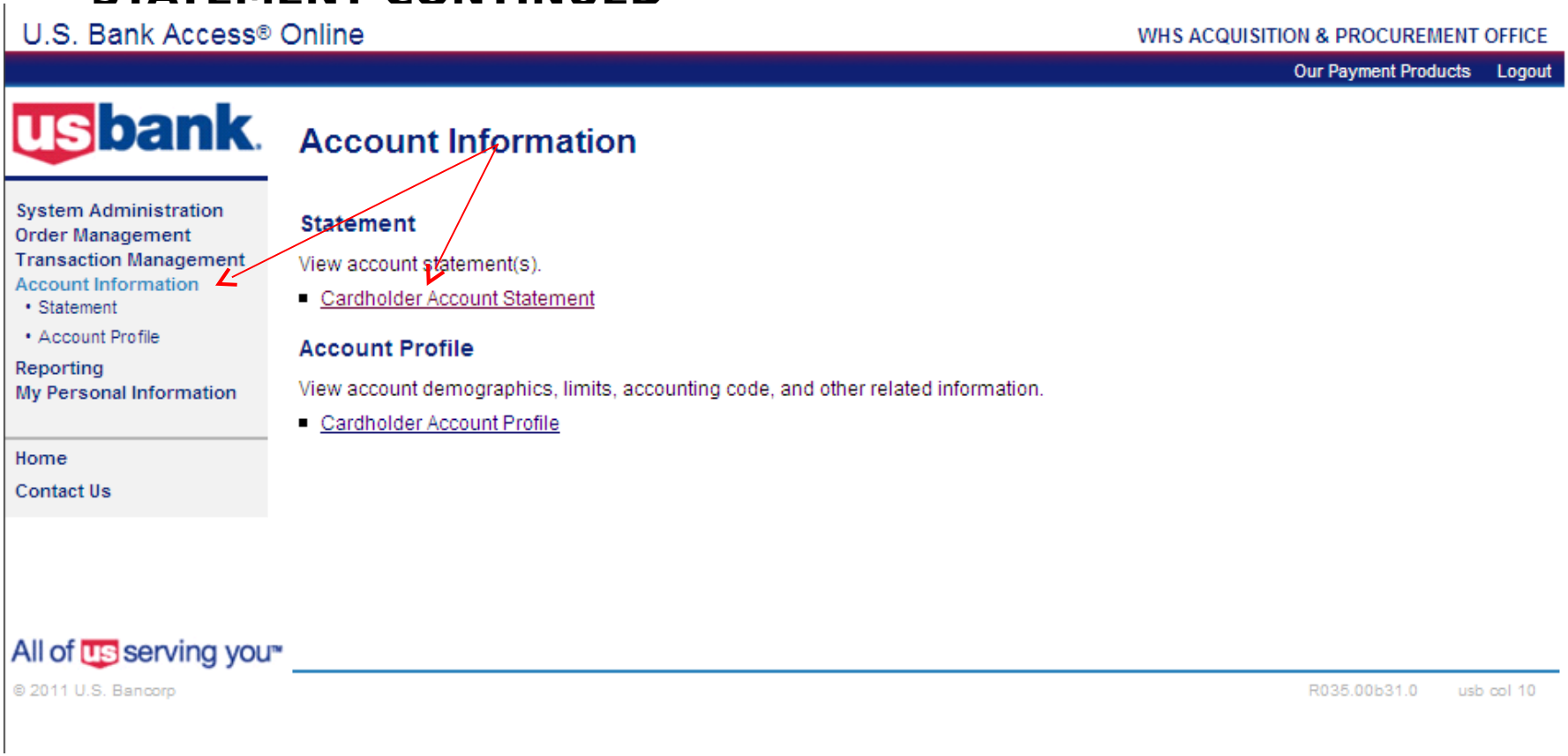
Total $4,118.86

End of Report

Transaction Detail - Summary

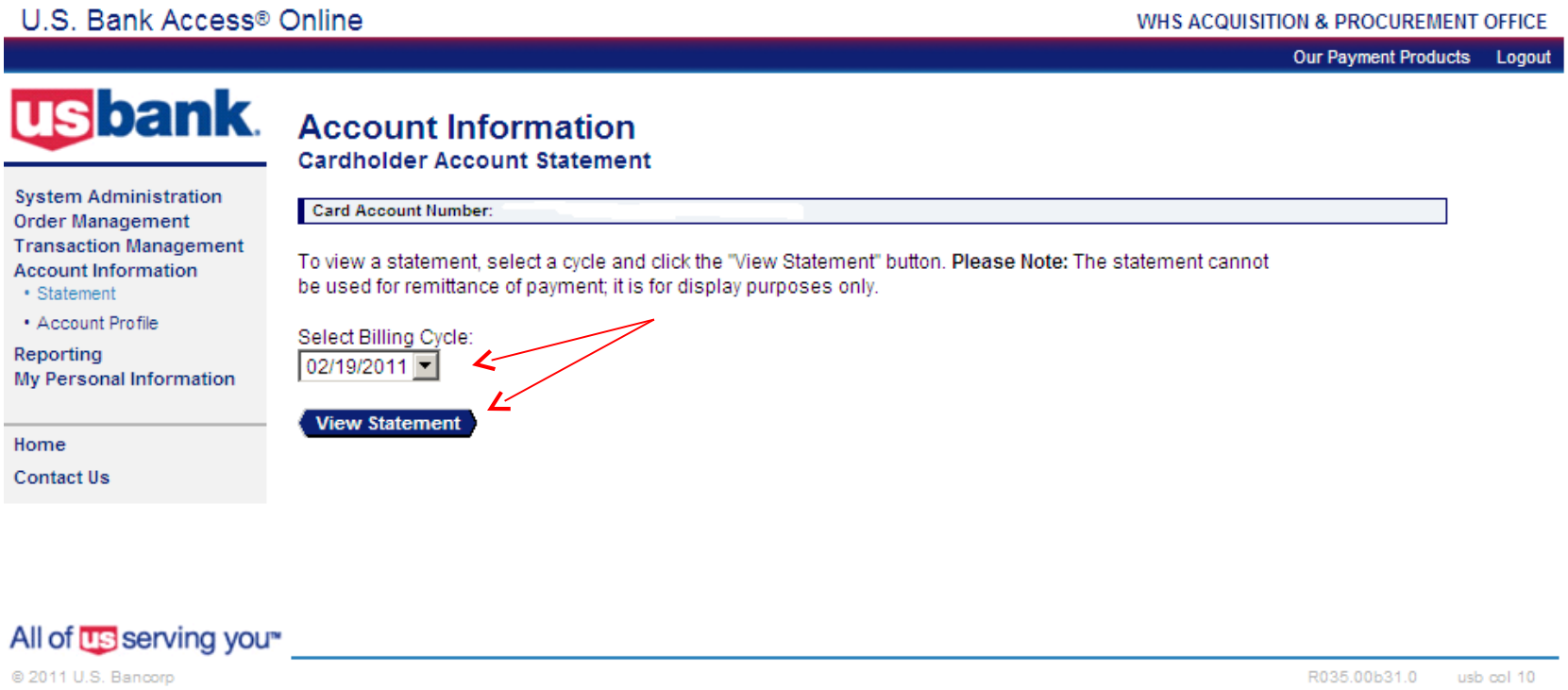
7) The report is set to download as a PDF file. A copy of the "Transaction Detail Report" must be printed and maintained in the cardholder official purchase card files

V. PRINT CARDHOLDER MONTHLY STATEMENT CONTINUED



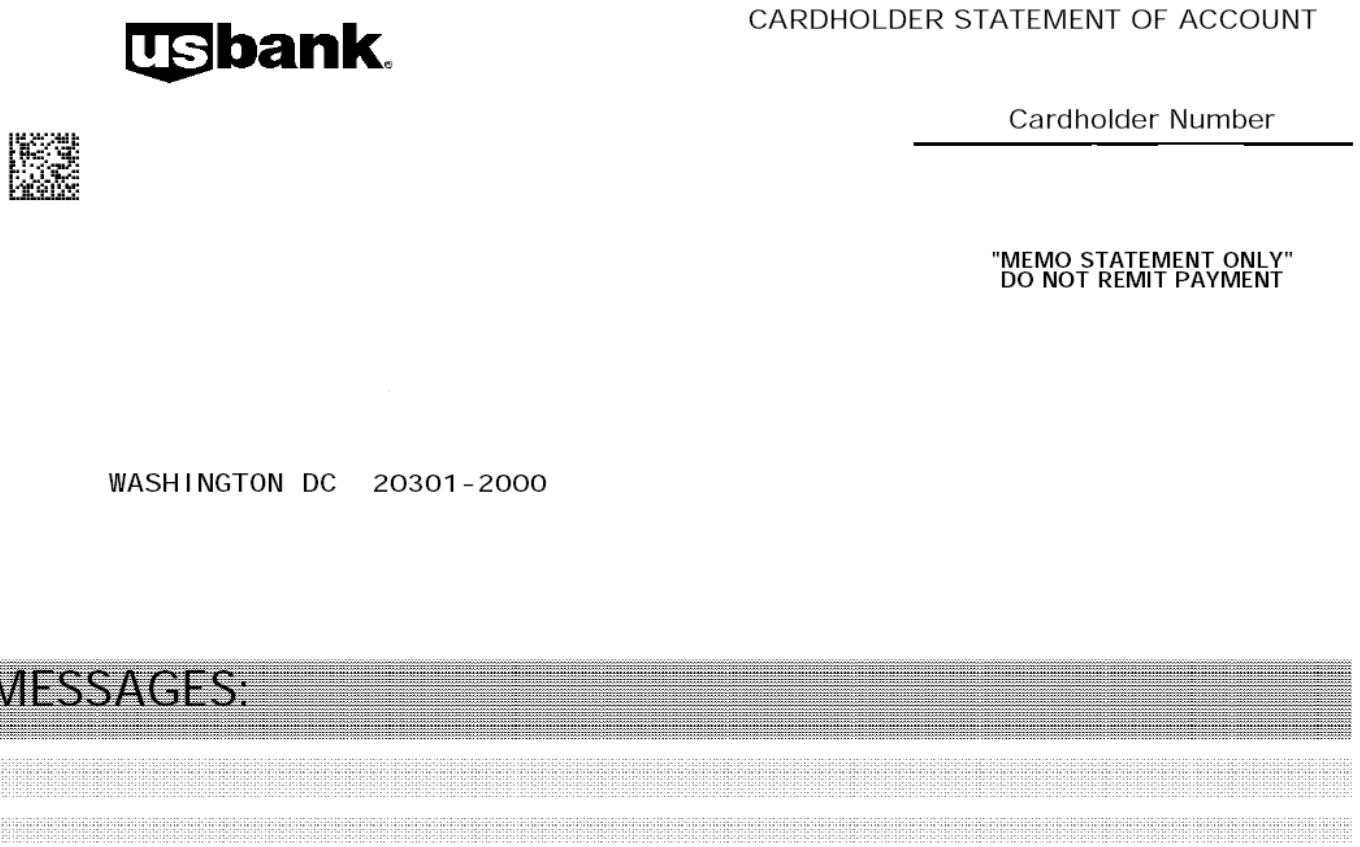
1) Click on “Account Information”
2) Then click “Cardholder Statement”

V. PRINT CARDHOLDER MONTHLY STATEMENT CONTINUED



3) Select the “Billing Cycle” of the statement that you want to print from the drop down Menu
4) Click “View Statement”

V. PRINT CARDHOLDER MONTHLY STATEMENT CONTINUED



5) The Cardholder's statement will appear in PDF format. Print the statement, by

selecting the print button on your Windows tool bar

6) Forward the printed cardholder statement to the Approving Official with original

receipts and supporting documentation

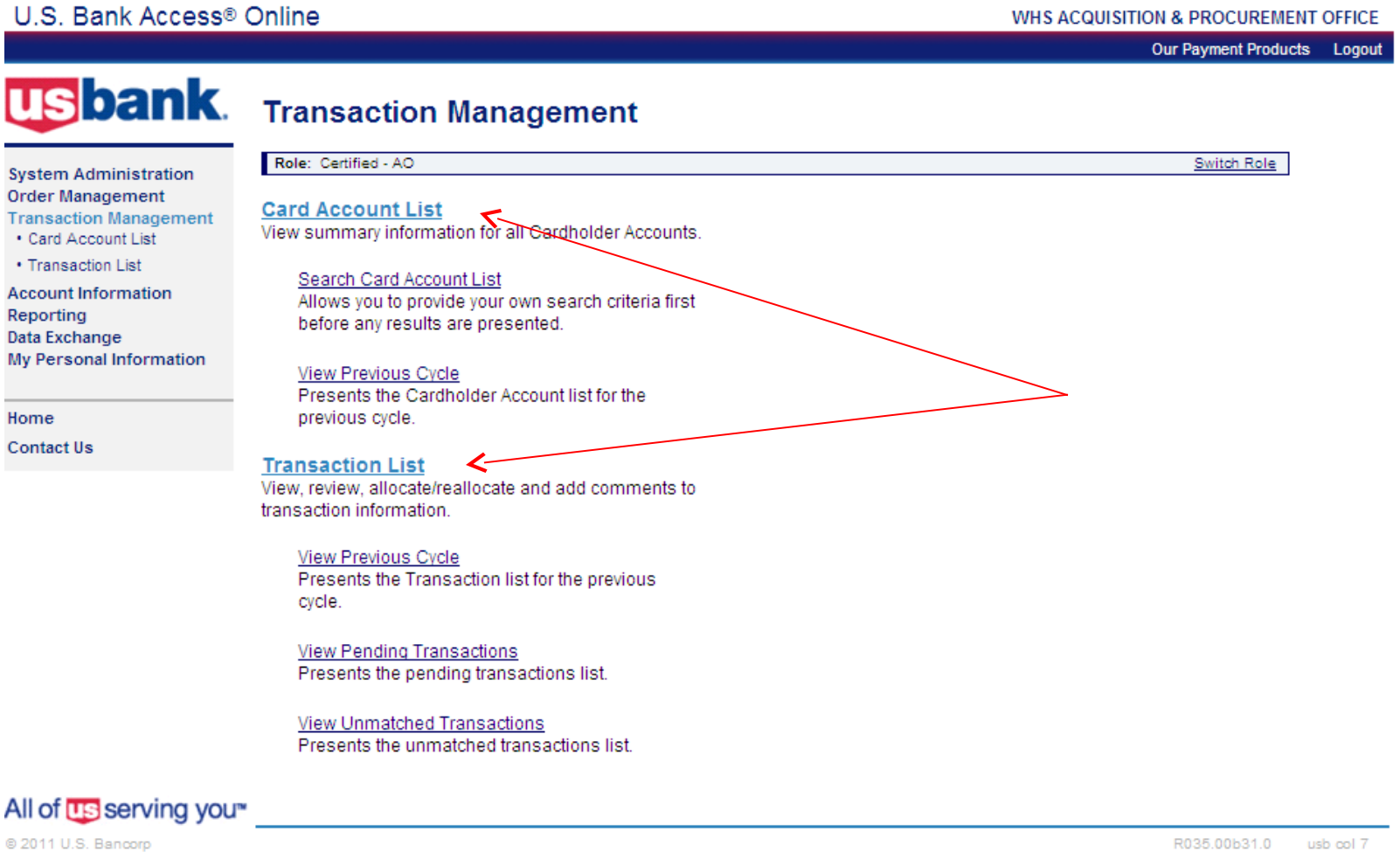
7) The Approving Official shall review the Cardholder statement then sign on the,

VI. REVIEWING CARDHOLDER(S) TRANSACTIONS

Welcome To Access Online - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComLogonServlet
Go Links
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
ACME11 CP Organization
U.S. Bank Access® Online
Order Management
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information
Home
Contact Us
Message from U.S. Bank
Log Out
Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment, bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online!
© 2009 U.S. Bancorp
R27.20b8.0 usb Demo 2
javascript:handleMenuItemClick('TransactionManagementInit');
Trusted sites

Approving Officials are responsible for ensuring their Cardholder(s) are using the Access
System correctly. Approving Officials shall approve each transaction made by their Cardholder(s) by reviewing transactions in the Access Online system, reviewing monthly
Transaction Detail Reports (provided by each Cardholder), reviewing original receipts, and
Reviewing the Cardholder Statement of Account. NOTE: Approving Officials must sign on
“Reviewed By Line” on the last page of the Cardholder Statement of Account and return to

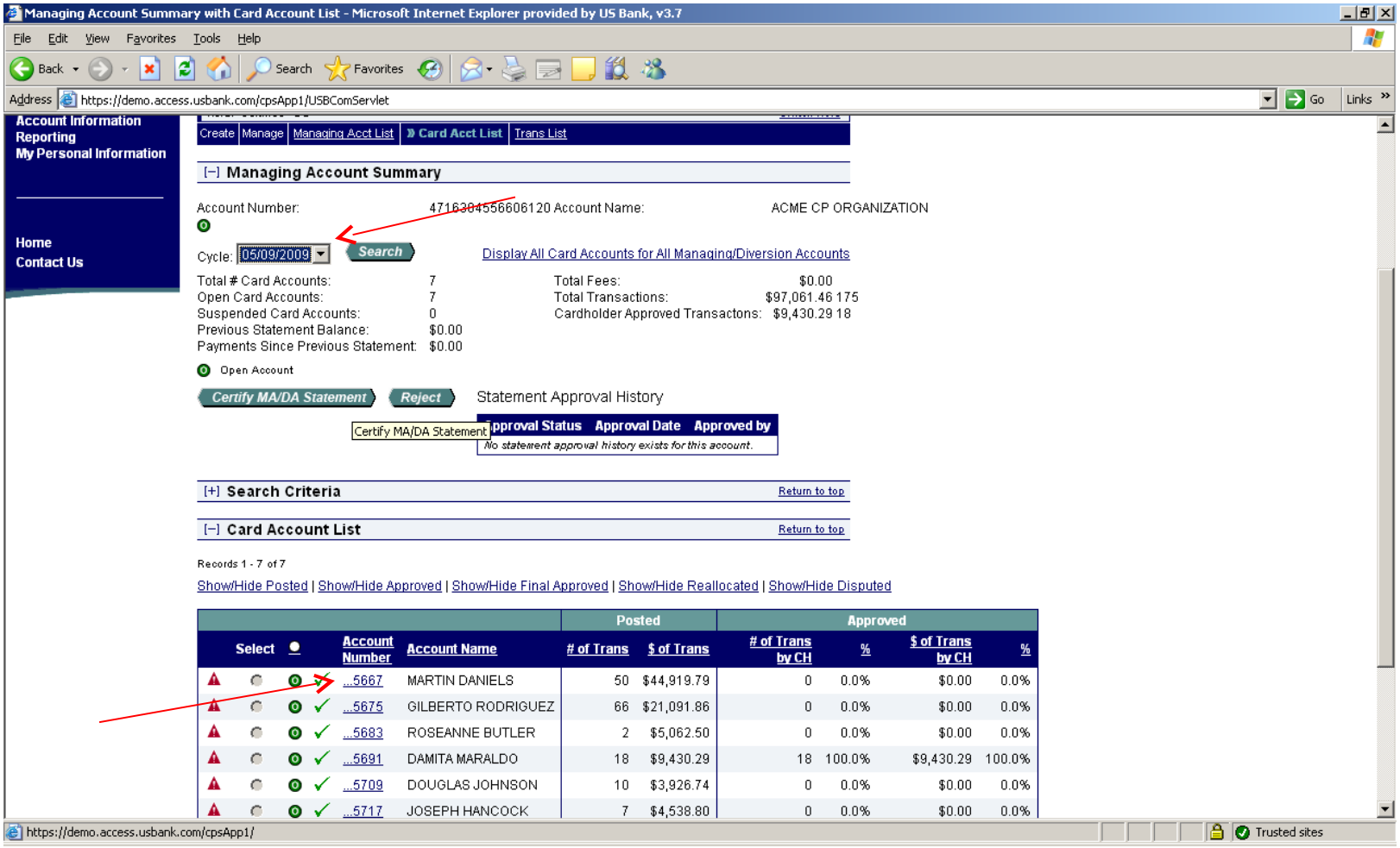
VI. REVIEWING CARDHOLDER(S) TRANSACTIONS CONTINUED



3) To locate Cardholder(s) Transactions you can select one (1) of the following;

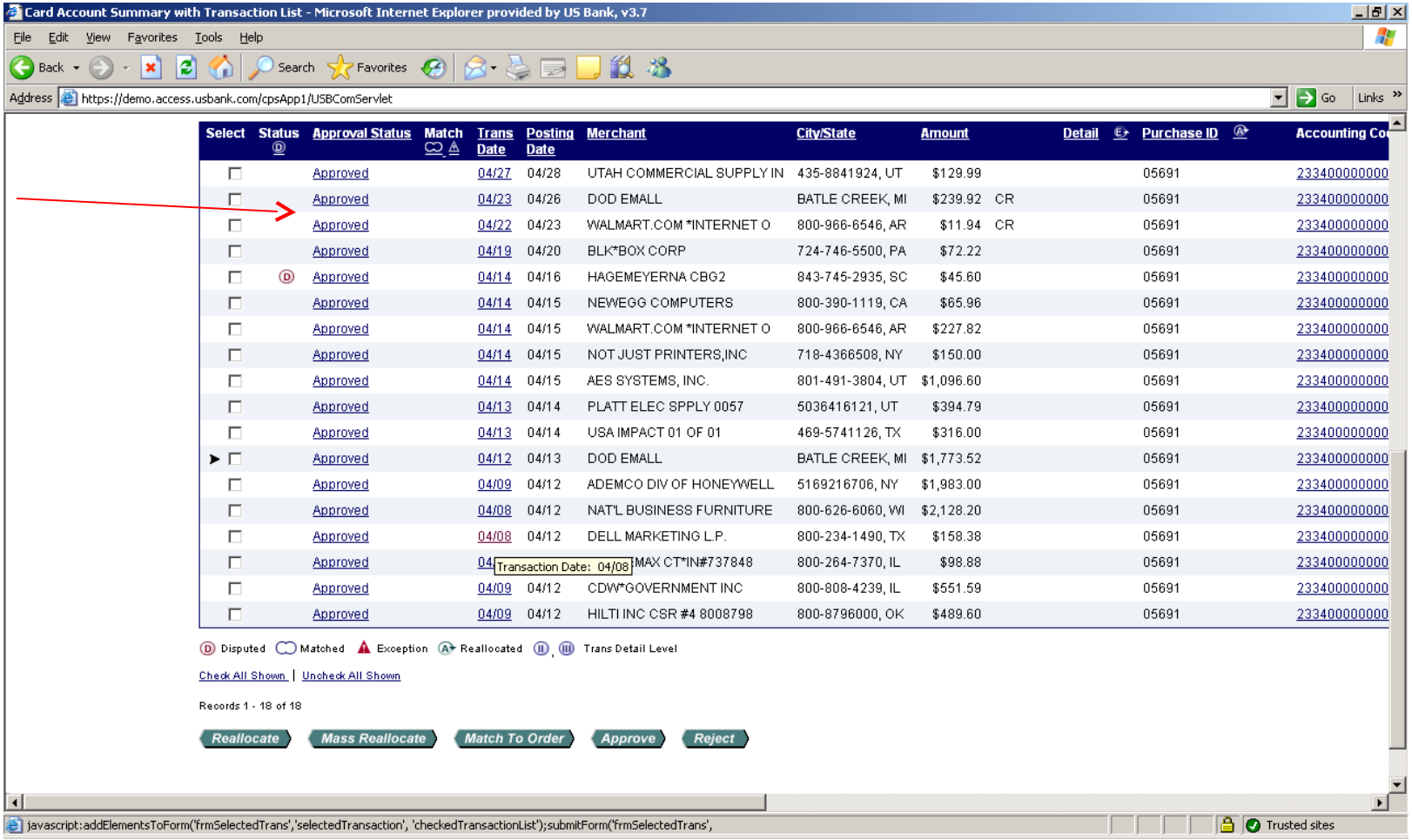
"Card Account List" or "Transaction List"

VI. REVIEWING CARDHOLDER(S)


Managing Account Summary with Card Account List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
Account Information
Reporting
My Personal Information
Home
Contact Us
Create Manage Managing Acct List » Card Acct List Trans List
[−] Managing Account Summary
Account Number: 4716384556806120 Account Name: ACME CP ORGANIZATION
Cycle: 05/09/2009 Search
Display All Card Accounts for All Managing/Diversion Accounts
Total # Card Accounts: 7
Open Card Accounts: 7
Suspended Card Accounts: 0
Previous Statement Balance: $0.00
Payments Since Previous Statement: $0.00
Total Fees: $0.00
Total Transactions: $97,061.46 175
Cardholder Approved Transactons: $9,430.29 18
Open Account
Certify MA/DA Statement
Reject
Statement Approval History
Certify MA/DA Statement
Approval Status Approval Date Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Card Account List
Return to top
Records 1 - 7 of 7
Show/Hide Posted | Show/Hide Approved | Show/Hide Final Approved | Show/Hide Reallocated | Show/Hide Disputed
Posted
Approved
Select
Account Number
Account Name
# of Trans
$ of Trans
# of Trans by CH
%
$ of Trans by CH
%
...5667 MARTIN DANIELS 50 $44,919.79 0 0.0% $0.00 0.0%
...5675 GILBERTO RODRIGUEZ 66 $21,091.86 0 0.0% $0.00 0.0%
...5683 ROSEANNE BUTLER 2 $5,062.50 0 0.0% $0.00 0.0%
...5691 DAMITA MARALDO 18 $9,430.29 18 100.0% $9,430.29 100.0%
...5709 DOUGLAS JOHNSON 10 $3,926.74 0 0.0% $0.00 0.0%
...5717 JOSEPH HANCOCK 7 $4,538.80 0 0.0% $0.00 0.0%
https://demo.access.usbank.com/cpsApp1/
Trusted sites

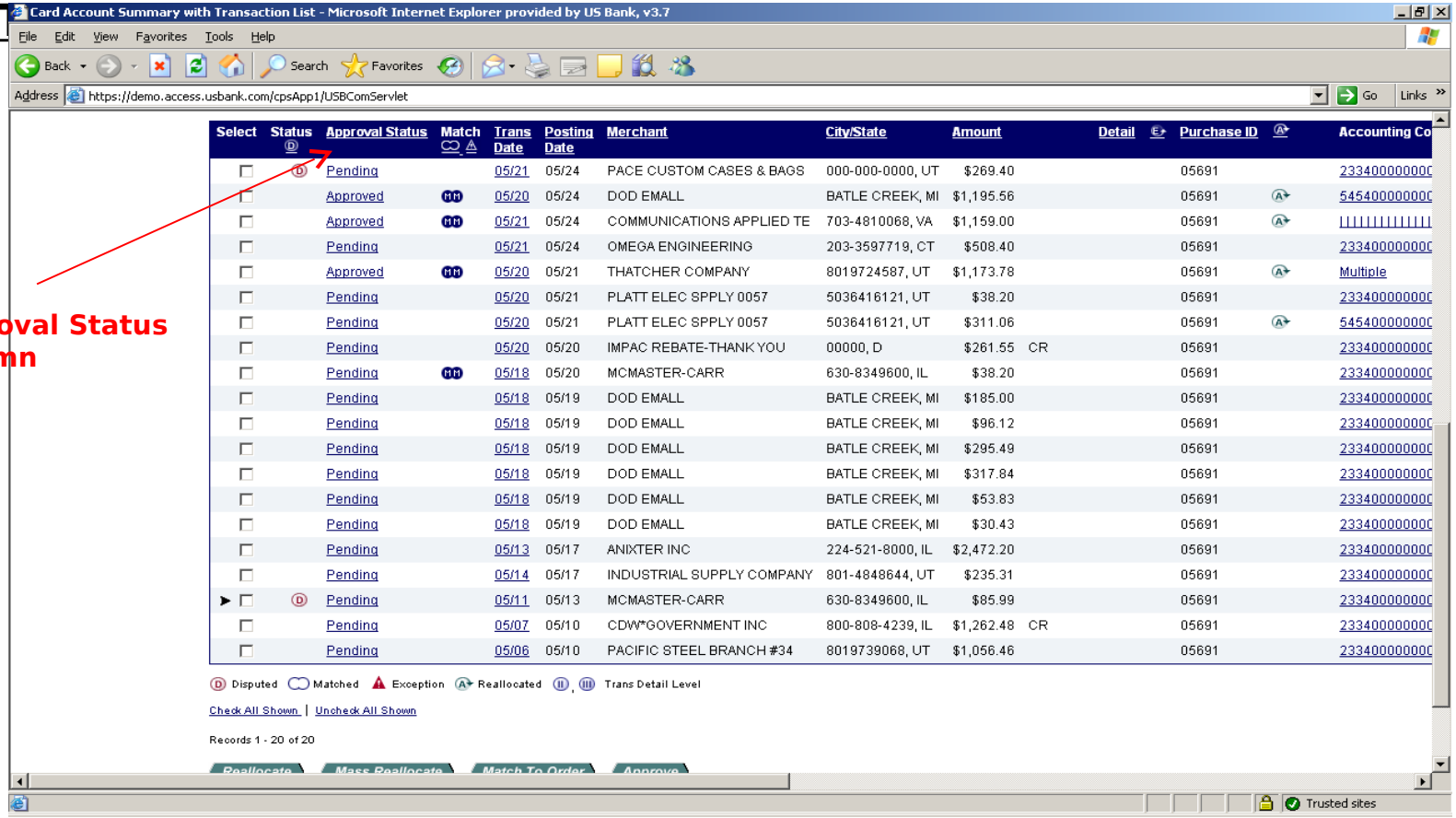
4) Select a “Cycle” to review/approve. Use the drop down arrow to select
5) Select the appropriate Cardholder account by clicking on the last four (the Cardholder Account Number

VI. REVIEWING CARDHOLDER(S) TRANSACTIONS CONTINUED


Card Account Summary with Transaction List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
Select Status Approval Status Match Trans Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Co
Approved 04/27 04/28 UTAH COMMERCIAL SUPPLY IN 435-8841924, UT $129.99 05691 233400000000
Approved 04/23 04/26 DOD EMALL BATLE CREEK, MI $239.92 CR 05691 233400000000
Approved 04/22 04/23 WALMART.COM *INTERNET O 800-966-6546, AR $11.94 CR 05691 233400000000
Approved 04/19 04/20 BLK*BOX CORP 724-746-5500, PA $72.22 05691 233400000000
Approved 04/14 04/16 HAGEMEYERNA CBG2 843-745-2935, SC $45.60 05691 233400000000
Approved 04/14 04/15 NEWEGG COMPUTERS 800-390-1119, CA $65.96 05691 233400000000
Approved 04/14 04/15 WALMART.COM *INTERNET O 800-966-6546, AR $227.82 05691 233400000000
Approved 04/14 04/15 NOT JUST PRINTERS,INC 718-4366508, NY $150.00 05691 233400000000
Approved 04/14 04/15 AES SYSTEMS, INC. 801-491-3804, UT $1,096.60 05691 233400000000
Approved 04/13 04/14 PLATT ELEC SPPLY 0057 5036416121, UT $394.79 05691 233400000000
Approved 04/13 04/14 USA IMPACT 01 OF 01 469-5741126, TX $316.00 05691 233400000000
Approved 04/12 04/13 DOD EMALL BATLE CREEK, MI $1,773.52 05691 233400000000
Approved 04/09 04/12 ADEMCO DIV OF HONEYWELL 5169216706, NY $1,983.00 05691 233400000000
Approved 04/08 04/12 NAT'L BUSINESS FURNITURE 800-626-6060, WI $2,128.20 05691 233400000000
Approved 04/08 04/12 DELL MARKETING L.P. 800-234-1490, TX $158.38 05691 233400000000
Approved 04 Transaction Date: 04/08 MAX CT*IN#737848 800-264-7370, IL $98.88 05691 233400000000
Approved 04/09 04/12 CDW*GOVERNMENT INC 800-808-4239, IL $551.59 05691 233400000000
Approved 04/09 04/12 HILTI INC CSR #4 8008798 800-8796000, OK $489.60 05691 233400000000
D Disputed Matched Exception Reallocated Trans Detail Level
Check All Shown | Uncheck All Shown
Records 1 - 18 of 18
Reallocate Mass Reallocate Match To Order Approve Reject
javascript:addElementsToForm('frmSelectedTrans','selectedTransaction', 'checkedTransactionList');submitForm('frmSelectedTrans',
Trusted sites

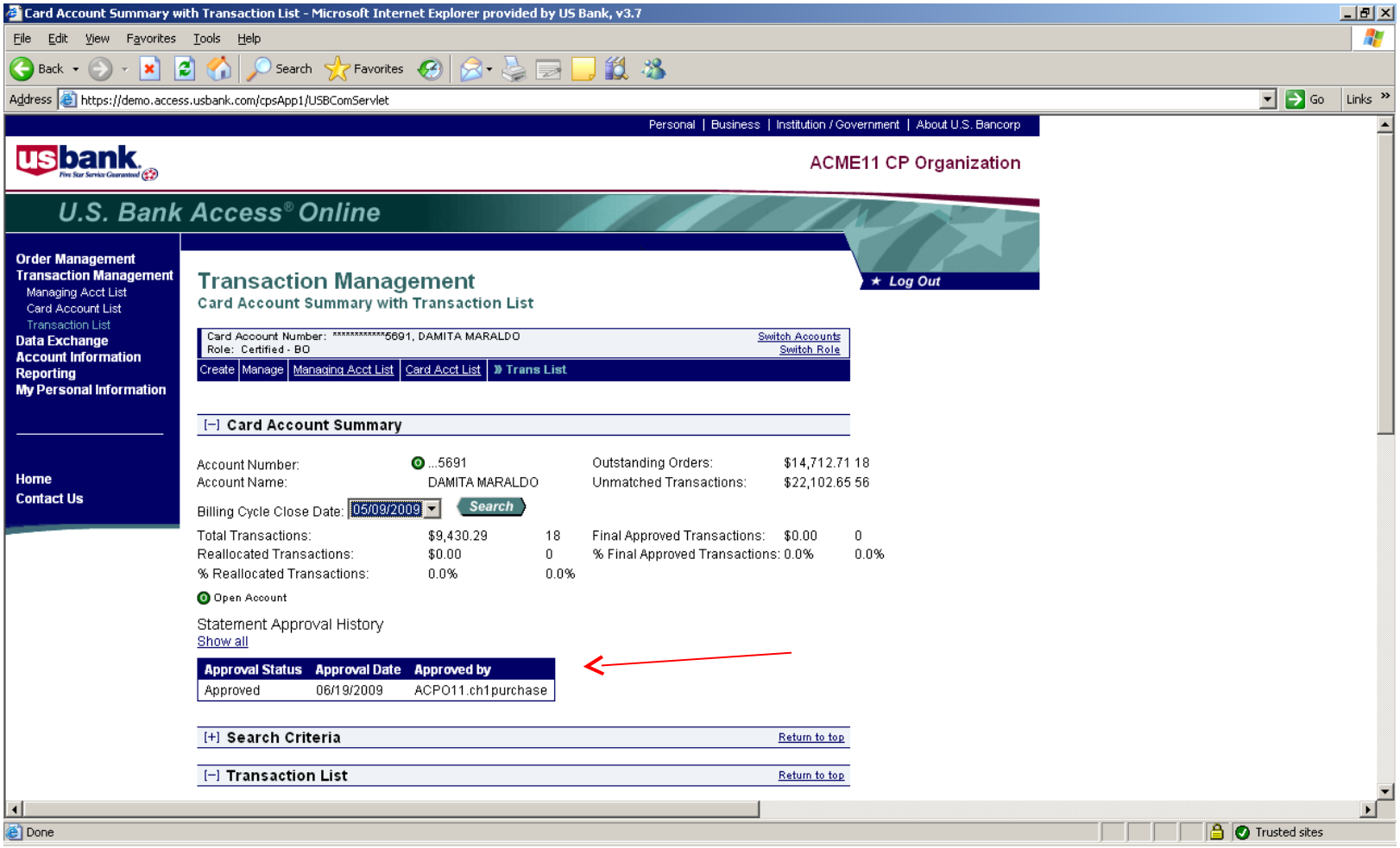
6) In the above example, the Approval Status" column indicates this Cardholder has approved and matched all their transactions for the selected billing cycle

VI. REVIEWING CARDHOLDER(S)


Card Account Summary with Transaction List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
Approval Status Column
Select Status Approval Status Match Trans Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Co
Pending 05/21 05/24 PACE CUSTOM CASES & BAGS 000-000-0000, UT $269.40 05691 233400000000
Approved 05/20 05/24 DOD EMALL BATLE CREEK, MI $1,195.56 05691 545400000000
Approved 05/21 05/24 COMMUNICATIONS APPLIED TE 703-4810068, VA $1,159.00 05691
Pending 05/21 05/24 OMEGA ENGINEERING 203-3597719, CT $508.40 05691 233400000000
Approved 05/20 05/21 THATCHER COMPANY 8019724587, UT $1,173.78 05691 Multiple
Pending 05/20 05/21 PLATT ELEC SPPLY 0057 5036416121, UT $38.20 05691 233400000000
Pending 05/20 05/21 PLATT ELEC SPPLY 0057 5036416121, UT $311.06 05691 545400000000
Pending 05/20 05/20 IMPAC REBATE-THANK YOU 00000, D $261.55 CR 05691 233400000000
Pending 05/18 05/20 MCMASTER-CARR 630-8349600, IL $38.20 05691 233400000000
Pending 05/18 05/19 DOD EMALL BATLE CREEK, MI $185.00 05691 233400000000
Pending 05/18 05/19 DOD EMALL BATLE CREEK, MI $96.12 05691 233400000000
Pending 05/18 05/19 DOD EMALL BATLE CREEK, MI $295.49 05691 233400000000
Pending 05/18 05/19 DOD EMALL BATLE CREEK, MI $317.84 05691 233400000000
Pending 05/18 05/19 DOD EMALL BATLE CREEK, MI $53.83 05691 233400000000
Pending 05/18 05/19 DOD EMALL BATLE CREEK, MI $30.43 05691 233400000000
Pending 05/13 05/17 ANIXTER INC 224-521-8000, IL $2,472.20 05691 233400000000
Pending 05/14 05/17 INDUSTRIAL SUPPLY COMPANY 801-4848644, UT $235.31 05691 233400000000
Pending 05/11 05/13 MCMASTER-CARR 630-8349600, IL $85.99 05691 233400000000
Pending 05/07 05/10 CDW*GOVERNMENT INC 800-808-4239, IL $1,262.48 CR 05691 233400000000
Pending 05/06 05/10 PACIFIC STEEL BRANCH #34 8019739068, UT $1,056.46 05691 233400000000
Disputed Matched Exception Reallocated Trans Detail Level
Check All Shown | Uncheck All Shown
Records 1 - 20 of 20
Reallocate Mass Reallocate Match To Order Approve
Trusted sites

7) In this example, the “Approval Status indicates this cardholder has not approved all their transactions for the selected billing cycle. Note: The Approving Official will be unable to certify the invoice for payment until the Cardholder completes their assigned duties in Access Online. **In the absence of the Cardholder, the**

VI. REVIEWING CARDHOLDER(S)



8) Approving Official must check to ensure their Cardholder has approved their statement by reviewing the “Statement Approval History” dialog box (located on this screen). The Information displayed in the dialog box is Approval

Rejecting a Transaction Back to a Cardholder

Once the Cardholders have completed their duties, the Approving Official
(AO) must review the transactions to make sure the Cardholder has selected
The Line of Accounting for each line item on the Cardholder Statement.

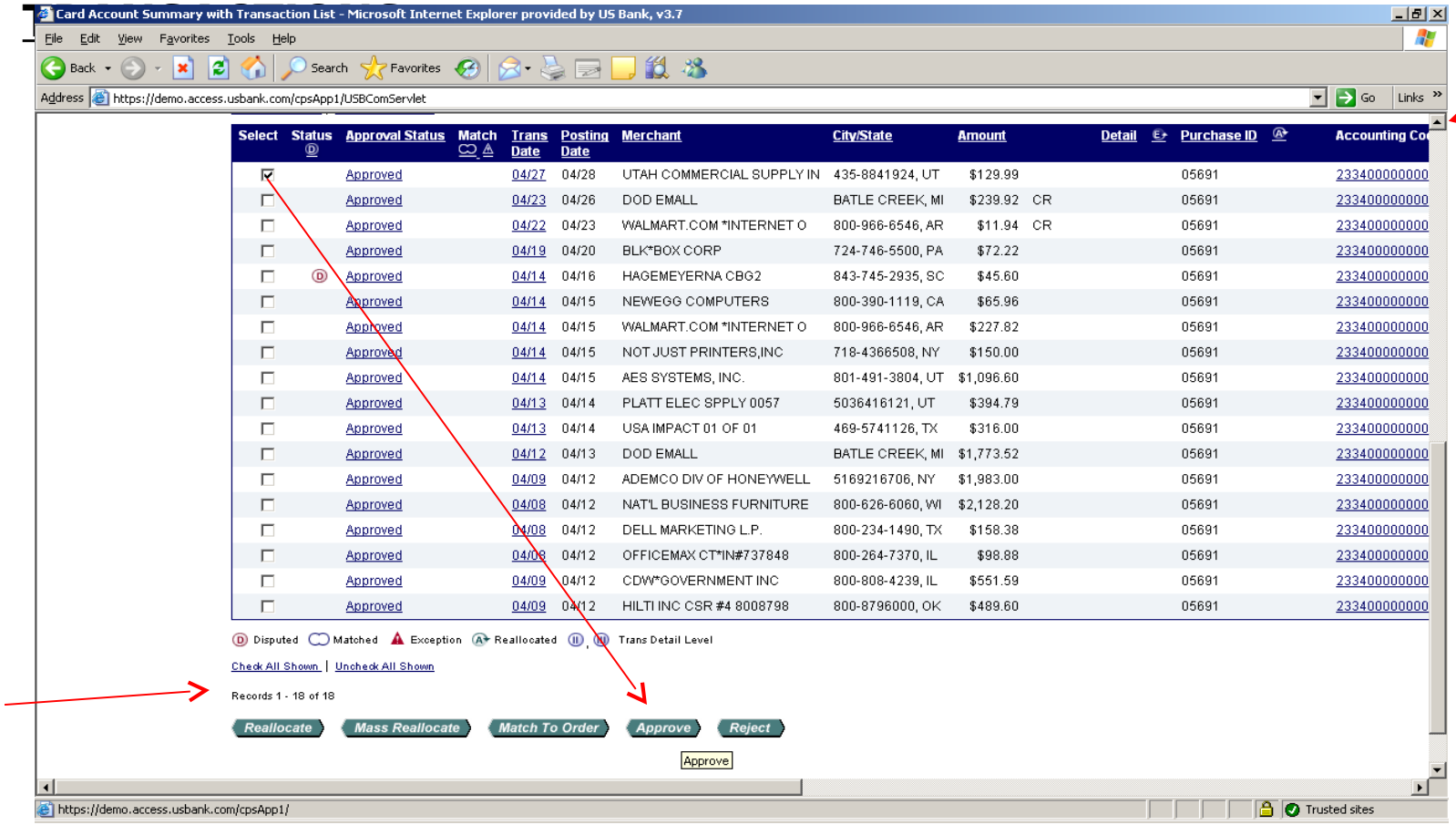
If a transaction was not approved correctly, the Approving Official can reject
the transaction back to the Cardholder to be fixed.

The only reason that a “Reject” can be initiated is due to the deletion

Approving Official Final Approving Transactions

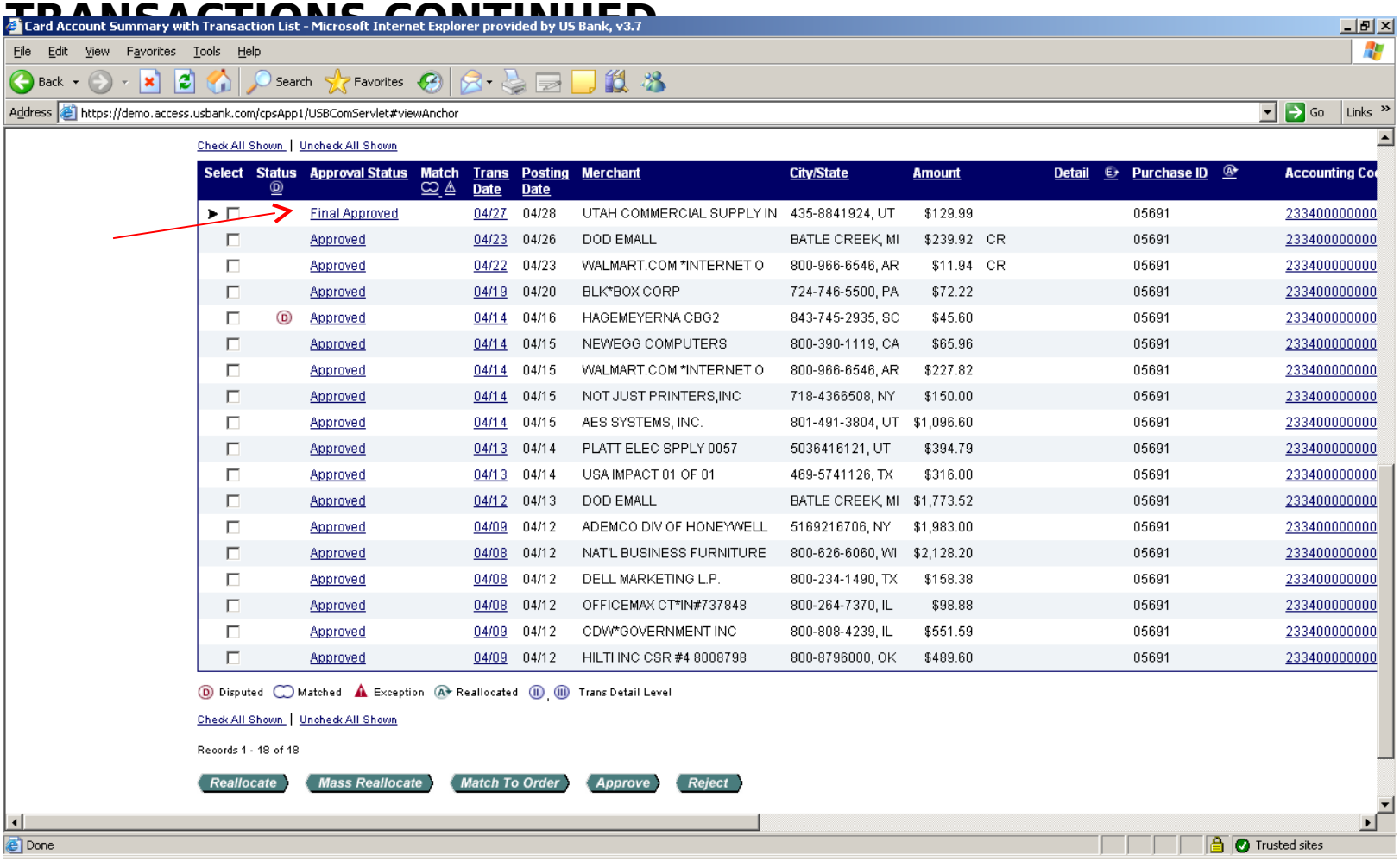
The OSD/WHS Purchase Card Program Office requires that all transac
Final Approved by the Approving Official

VII. APPROVING OFFICIAL FINAL APPROVING


Card Account Summary with Transaction List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
Select Status Approval Status Match Trans Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Co
Approved 04/27 04/28 UTAH COMMERCIAL SUPPLY IN 435-8841924, UT $129.99 05691 233400000000
Approved 04/23 04/26 DOD EMALL BATLE CREEK, MI $239.92 CR 05691 233400000000
Approved 04/22 04/23 WALMART.COM *INTERNET O 800-966-6546, AR $11.94 CR 05691 233400000000
Approved 04/19 04/20 BLK*BOX CORP 724-746-5500, PA $72.22 05691 233400000000
Approved 04/14 04/16 HAGEMEYERNA CBG2 843-745-2935, SC $45.60 05691 233400000000
Approved 04/14 04/15 NEWEGG COMPUTERS 800-390-1119, CA $65.96 05691 233400000000
Approved 04/14 04/15 WALMART.COM *INTERNET O 800-966-6546, AR $227.82 05691 233400000000
Approved 04/14 04/15 NOT JUST PRINTERS,INC 718-4366508, NY $150.00 05691 233400000000
Approved 04/14 04/15 AES SYSTEMS, INC. 801-491-3804, UT $1,096.60 05691 233400000000
Approved 04/13 04/14 PLATT ELEC SPPLY 0057 5036416121, UT $394.79 05691 233400000000
Approved 04/13 04/14 USA IMPACT 01 OF 01 469-5741126, TX $316.00 05691 233400000000
Approved 04/12 04/13 DOD EMALL BATLE CREEK, MI $1,773.52 05691 233400000000
Approved 04/09 04/12 ADEMCO DIV OF HONEYWELL 5169216706, NY $1,983.00 05691 233400000000
Approved 04/08 04/12 NAT'L BUSINESS FURNITURE 800-626-6060, WI $2,128.20 05691 233400000000
Approved 04/08 04/12 DELL MARKETING L.P. 800-234-1490, TX $158.38 05691 233400000000
Approved 04/08 04/12 OFFICEMAX CT*IN#737848 800-264-7370, IL $98.88 05691 233400000000
Approved 04/09 04/12 CDW*GOVERNMENT INC 800-808-4239, IL $551.59 05691 233400000000
Approved 04/09 04/12 HILTI INC CSR #4 8008798 800-8796000, OK $489.60 05691 233400000000
Disputed Matched Exception Reallocated Trans Detail Level
Check All Shown | Uncheck All Shown
Records 1 - 18 of 18
Reallocate Mass Reallocate Match To Order Approve Reject
Approve
https://demo.access.usbank.com/cpsApp1/
Trusted sites

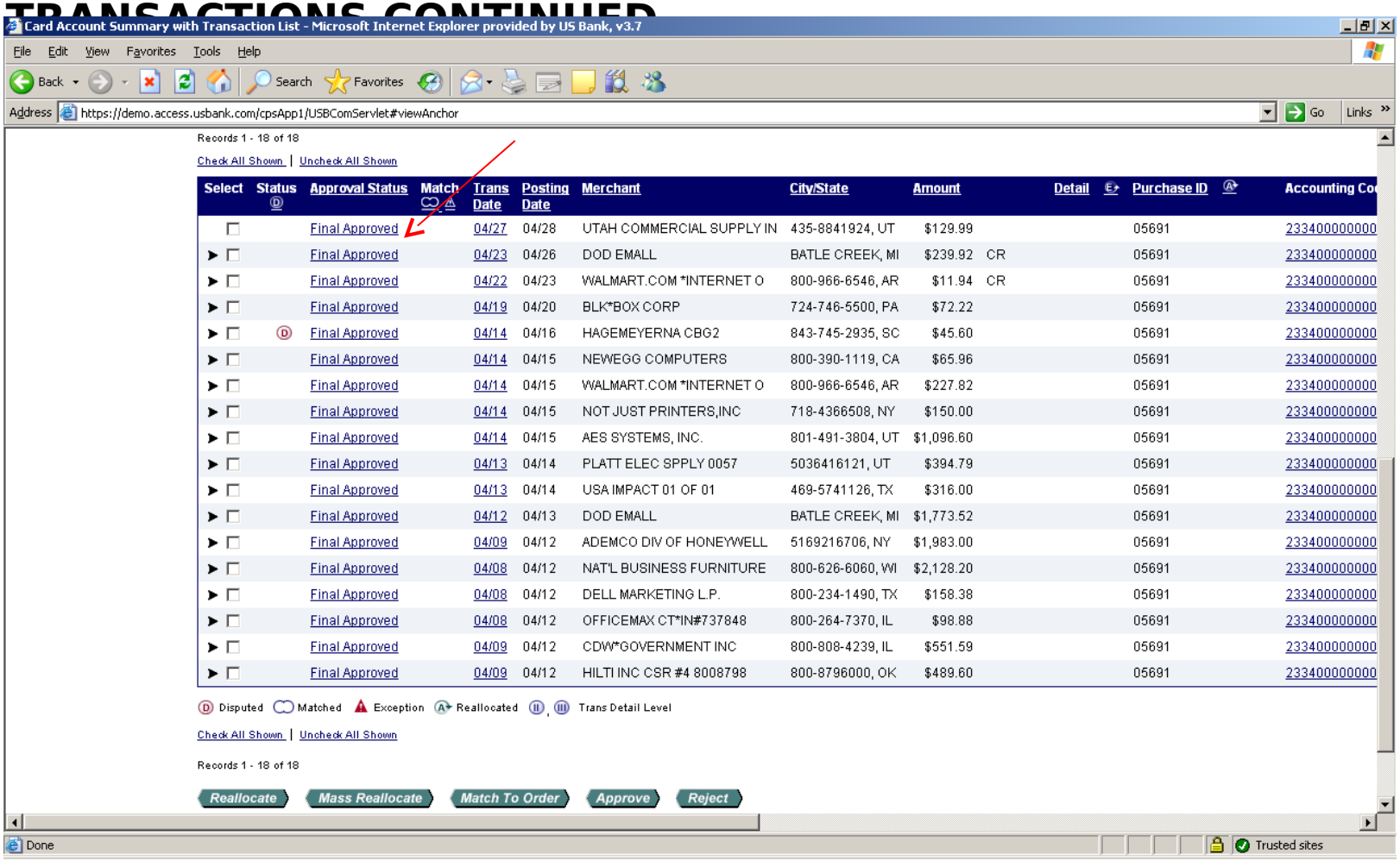
The Approving Official must select each Cardholder's transaction individually to Final Approve. Before this is done, verify Line of Accounting. Once verified, No Batch Approval is available. You must do each line individually. NOTE: There maybe multiple screens listing transactions. If an Approving Official has final

VII. APPROVING OFFICIAL FINAL APPROVING TRANSACTIONS CONTINUED


Card Account Summary with Transaction List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet#viewAnchor
Go Links
Check All Shown | Uncheck All Shown
Select Status Approval Status Match Trans Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Co
Final Approved 04/27 04/28 UTAH COMMERCIAL SUPPLY IN 435-8841924, UT $129.99 05691 233400000000
Approved 04/23 04/26 DOD EMALL BATLE CREEK, MI $239.92 CR 05691 233400000000
Approved 04/22 04/23 WALMART.COM *INTERNET O 800-966-6546, AR $11.94 CR 05691 233400000000
Approved 04/19 04/20 BLK*BOX CORP 724-746-5500, PA $72.22 05691 233400000000
Approved 04/14 04/16 HAGEMEYERNA CBG2 843-745-2935, SC $45.60 05691 233400000000
Approved 04/14 04/15 NEWEGG COMPUTERS 800-390-1119, CA $65.96 05691 233400000000
Approved 04/14 04/15 WALMART.COM *INTERNET O 800-966-6546, AR $227.82 05691 233400000000
Approved 04/14 04/15 NOT JUST PRINTERS,INC 718-4366508, NY $150.00 05691 233400000000
Approved 04/14 04/15 AES SYSTEMS, INC. 801-491-3804, UT $1,096.60 05691 233400000000
Approved 04/13 04/14 PLATT ELEC SPPLY 0057 5036416121, UT $394.79 05691 233400000000
Approved 04/13 04/14 USA IMPACT 01 OF 01 469-5741126, TX $316.00 05691 233400000000
Approved 04/12 04/13 DOD EMALL BATLE CREEK, MI $1,773.52 05691 233400000000
Approved 04/09 04/12 ADEMCO DIV OF HONEYWELL 5169216706, NY $1,983.00 05691 233400000000
Approved 04/08 04/12 NAT'L BUSINESS FURNITURE 800-626-6060, WI $2,128.20 05691 233400000000
Approved 04/08 04/12 DELL MARKETING L.P. 800-234-1490, TX $158.38 05691 233400000000
Approved 04/08 04/12 OFFICEMAX CT*IN#737848 800-264-7370, IL $98.88 05691 233400000000
Approved 04/09 04/12 CDW*GOVERNMENT INC 800-808-4239, IL $551.59 05691 233400000000
Approved 04/09 04/12 HILTI INC CSR #4 8008798 800-8796000, OK $489.60 05691 233400000000
Disputed Matched Exception Reallocated Trans Detail Level
Check All Shown | Uncheck All Shown
Records 1 - 18 of 18
Reallocate Mass Reallocate Match To Order Approve Reject
Done
Trusted sites

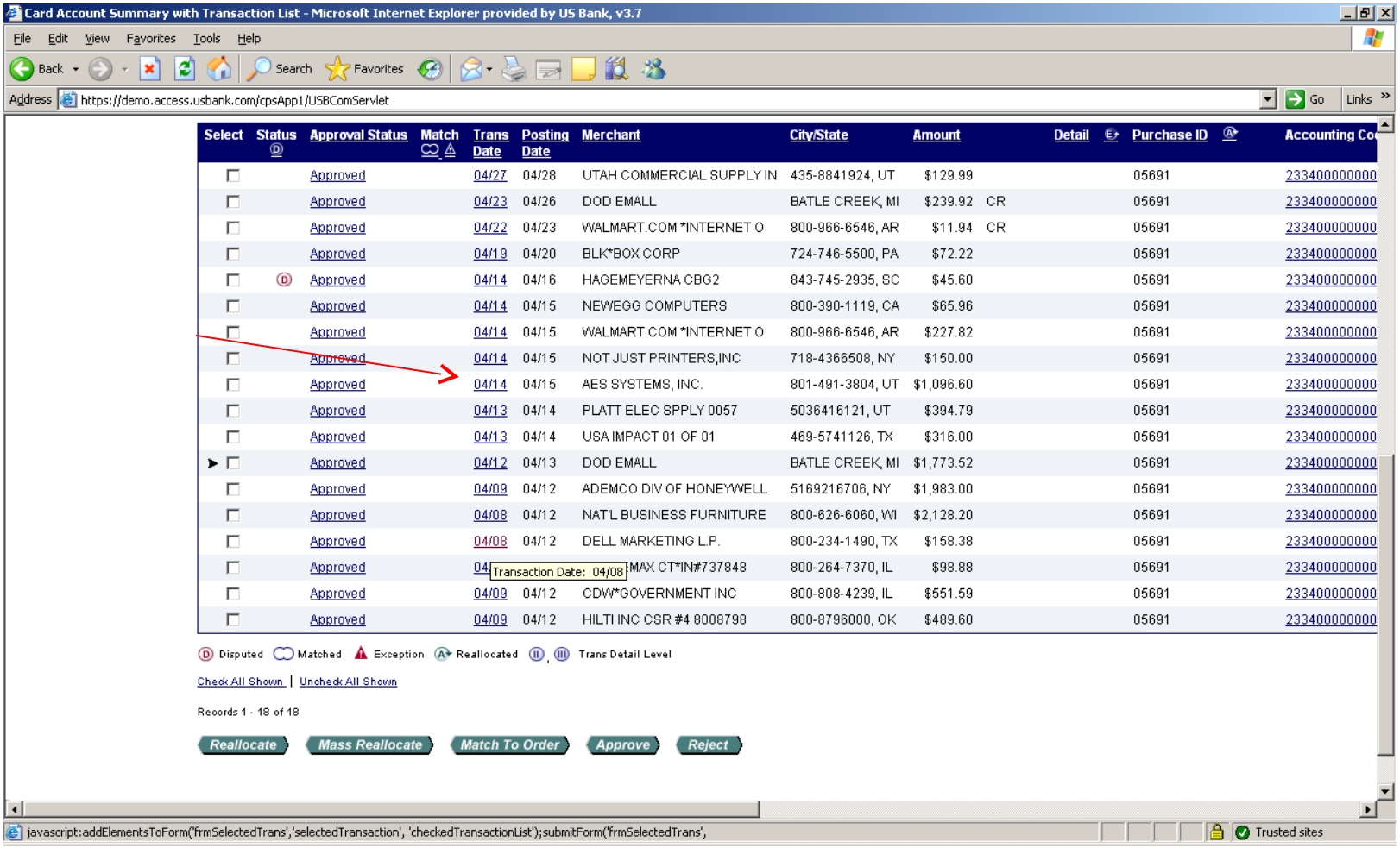
When a transaction is Final Approved its Approval Status will be changed to
Final Approved

VII. APPROVING OFFICIAL FINAL APPROVING TRANSACTIONS CONTINUED


Card Account Summary with Transaction List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet#viewAnchor
Go Links
Records 1 - 18 of 18
Check All Shown | Uncheck All Shown
Select Status Approval Status Match Trans Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Co
Final Approved 04/27 04/28 UTAH COMMERCIAL SUPPLY IN 435-8841924, UT $129.99 05691 233400000000
Final Approved 04/23 04/26 DOD EMALL BATLE CREEK, MI $239.92 CR 05691 233400000000
Final Approved 04/22 04/23 WALMART.COM *INTERNET O 800-966-6546, AR $11.94 CR 05691 233400000000
Final Approved 04/19 04/20 BLK*BOX CORP 724-746-5500, PA $72.22 05691 233400000000
Final Approved 04/14 04/16 HAGEMEYERNA CBG2 843-745-2935, SC $45.60 05691 233400000000
Final Approved 04/14 04/15 NEWEGG COMPUTERS 800-390-1119, CA $65.96 05691 233400000000
Final Approved 04/14 04/15 WALMART.COM *INTERNET O 800-966-6546, AR $227.82 05691 233400000000
Final Approved 04/14 04/15 NOT JUST PRINTERS,INC 718-4366508, NY $150.00 05691 233400000000
Final Approved 04/14 04/15 AES SYSTEMS, INC. 801-491-3804, UT $1,096.60 05691 233400000000
Final Approved 04/13 04/14 PLATT ELEC SPPLY 0057 5036416121, UT $394.79 05691 233400000000
Final Approved 04/13 04/14 USA IMPACT 01 OF 01 469-5741126, TX $316.00 05691 233400000000
Final Approved 04/12 04/13 DOD EMALL BATLE CREEK, MI $1,773.52 05691 233400000000
Final Approved 04/09 04/12 ADEMCO DIV OF HONEYWELL 5169216706, NY $1,983.00 05691 233400000000
Final Approved 04/08 04/12 NAT'L BUSINESS FURNITURE 800-626-6060, WI $2,128.20 05691 233400000000
Final Approved 04/08 04/12 DELL MARKETING L.P. 800-234-1490, TX $158.38 05691 233400000000
Final Approved 04/08 04/12 OFFICEMAX CT*IN#737848 800-264-7370, IL $98.88 05691 233400000000
Final Approved 04/09 04/12 CDW*GOVERNMENT INC 800-808-4239, IL $551.59 05691 233400000000
Final Approved 04/09 04/12 HILTI INC CSR #4 8008798 800-8796000, OK $489.60 05691 233400000000
Disputed Matched Exception Reallocated Trans Detail Level
Check All Shown | Uncheck All Shown
Records 1 - 18 of 18
Reallocate Mass Reallocate Match To Order Approve Reject
Done
Trusted sites

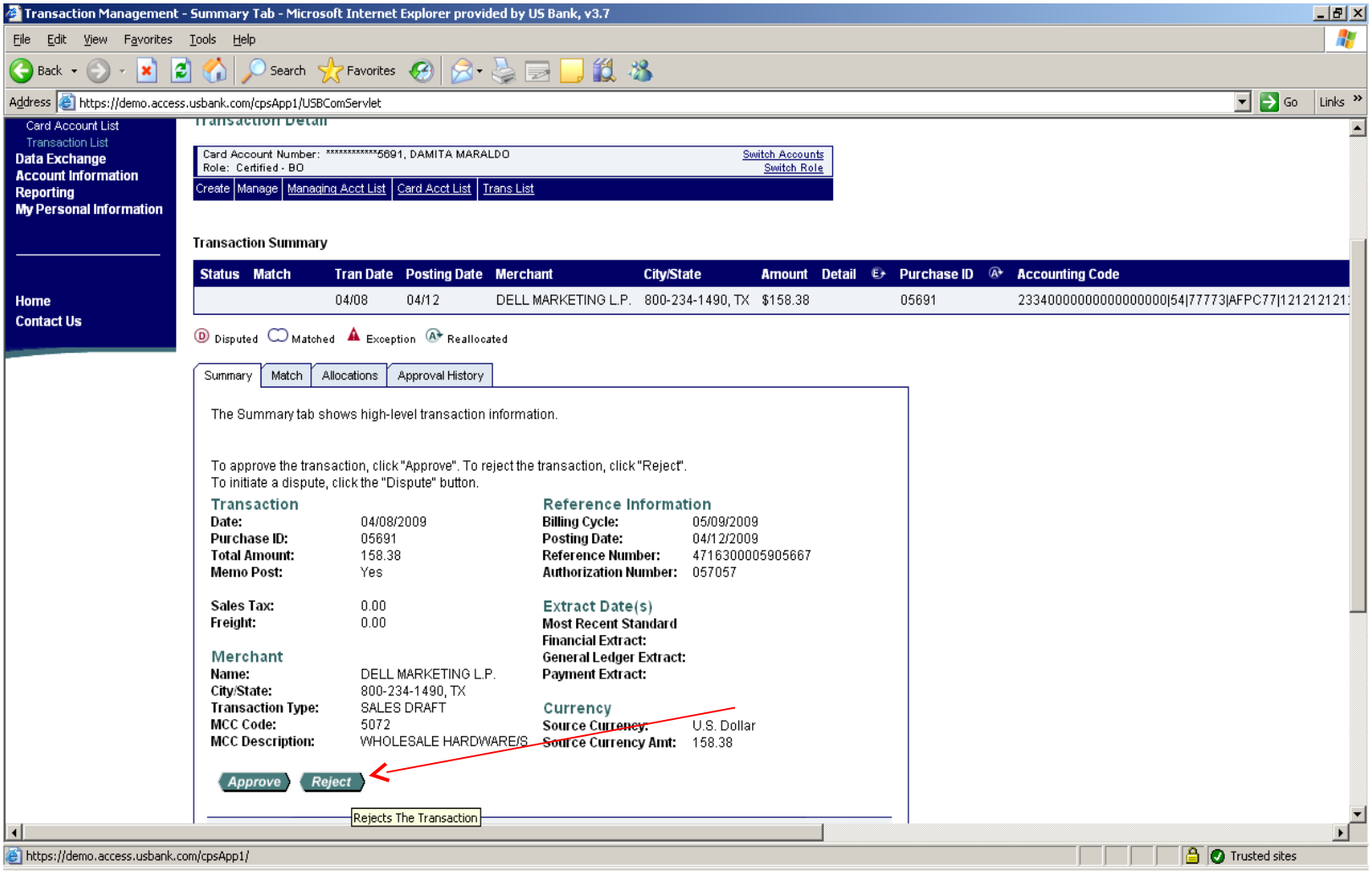
The Approving Official must Final Approve all transaction before Certifying the
Managing Account Statement for payment

VII. APPROVING OFFICIAL FINAL APPROVING


Card Account Summary with Transaction List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
Select Status Approval Status Match Trans Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Co
Approved 04/27 04/28 UTAH COMMERCIAL SUPPLY IN 435-8841924, UT $129.99 05691 233400000000
Approved 04/23 04/26 DOD EMALL BATLE CREEK, MI $239.92 CR 05691 233400000000
Approved 04/22 04/23 WALMART.COM *INTERNET O 800-966-6546, AR $11.94 CR 05691 233400000000
Approved 04/19 04/20 BLK*BOX CORP 724-746-5500, PA $72.22 05691 233400000000
Approved 04/14 04/16 HAGEMEYERNA CBG2 843-745-2935, SC $45.60 05691 233400000000
Approved 04/14 04/15 NEWEGG COMPUTERS 800-390-1119, CA $65.96 05691 233400000000
Approved 04/14 04/15 WALMART.COM *INTERNET O 800-966-6546, AR $227.82 05691 233400000000
Approved 04/14 04/15 NOT JUST PRINTERS,INC 718-4366508, NY $150.00 05691 233400000000
Approved 04/14 04/15 AES SYSTEMS, INC. 801-491-3804, UT $1,096.60 05691 233400000000
Approved 04/13 04/14 PLATT ELEC SPPLY 0057 5036416121, UT $394.79 05691 233400000000
Approved 04/13 04/14 USA IMPACT 01 OF 01 469-5741126, TX $316.00 05691 233400000000
Approved 04/12 04/13 DOD EMALL BATLE CREEK, MI $1,773.52 05691 233400000000
Approved 04/09 04/12 ADEMCO DIV OF HONEYWELL 5169216706, NY $1,983.00 05691 233400000000
Approved 04/08 04/12 NAT'L BUSINESS FURNITURE 800-626-6060, WI $2,128.20 05691 233400000000
Approved 04/08 04/12 DELL MARKETING L.P. 800-234-1490, TX $158.38 05691 233400000000
Approved 04 Transaction Date: 04/08 MAX CT*IN#737848 800-264-7370, IL $98.88 05691 233400000000
Approved 04/09 04/12 CDW*GOVERNMENT INC 800-808-4239, IL $551.59 05691 233400000000
Approved 04/09 04/12 HILTI INC CSR #4 8008798 800-8796000, OK $489.60 05691 233400000000
D Disputed Matched Exception Reallocated Trans Detail Level
Check All Shown | Uncheck All Shown
Records 1 - 18 of 18
Reallocate Mass Reallocate Match To Order Approve Reject
javascript:addElementsToForm('frmSelectedTrans','selectedTransaction', 'checkedTransactionList');submitForm('frmSelectedTrans',
Trusted sites

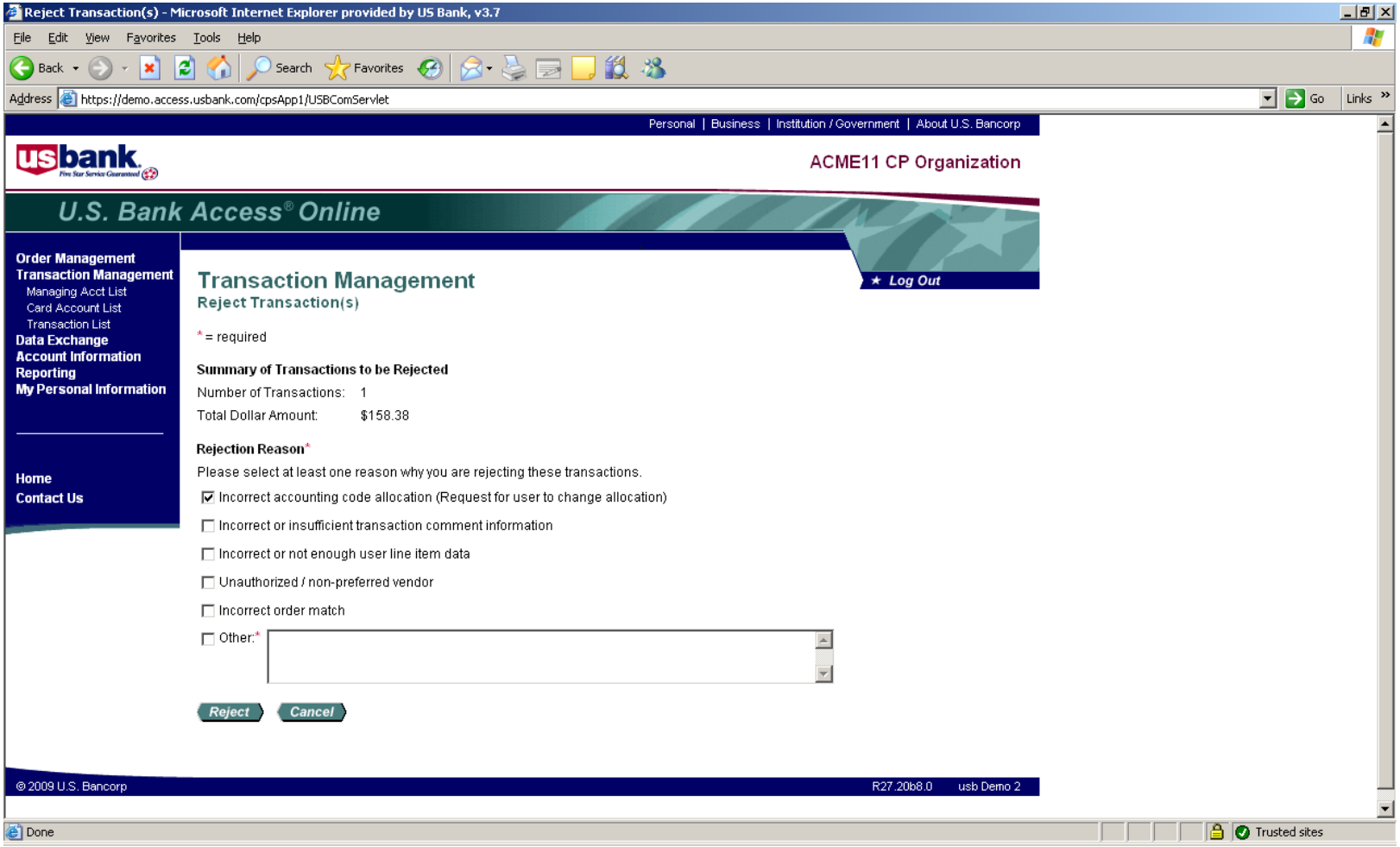
To see the detail of the approved transaction, the Approving Official click Transaction Date

VII. APPROVING OFFICIAL FINAL APPROVING



To Reject the transaction, The Approving Official selects the Reject button located
on the bottom of the screen.

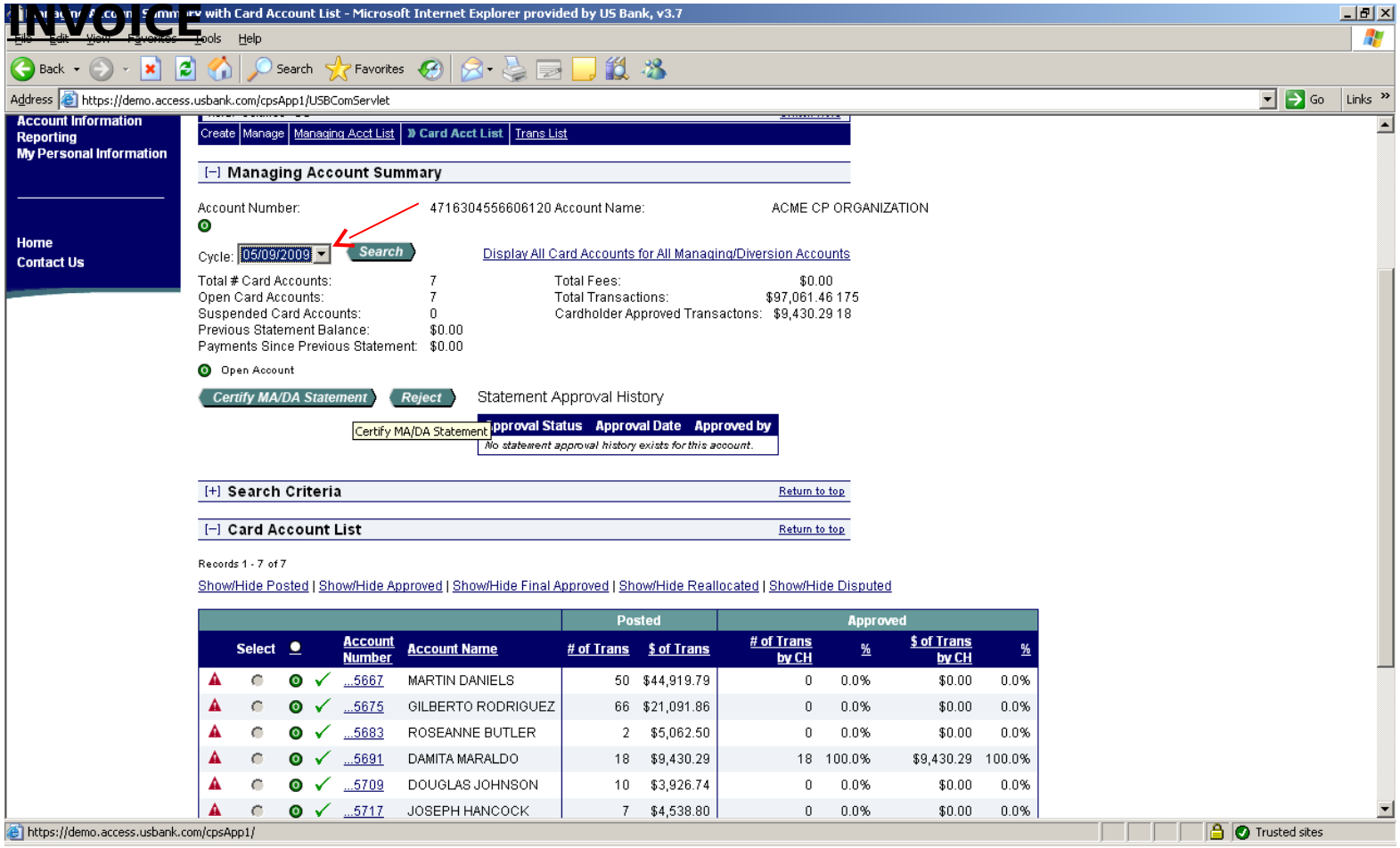
VII. APPROVING OFFICIAL FINAL APPROVING TRANSACTIONS CONTINUED



Approving Official selects a Reject Reason and clicks Reject. The US Bank system will
not notify Cardholder of a Rejected transaction. The Approving Official shall email the

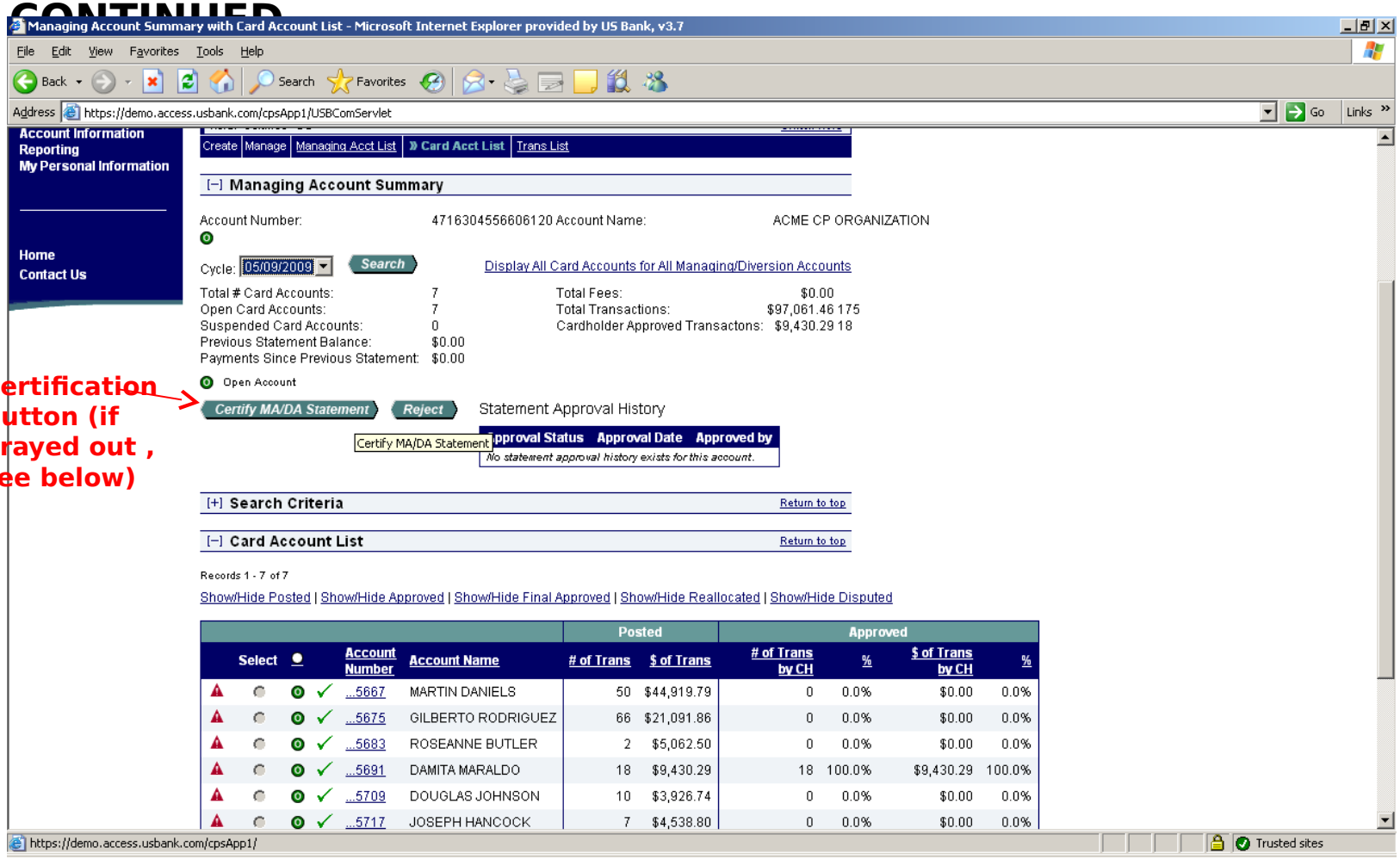
Certifying a Managing Account Statement

VIII. CERTIFYING THE MONTHLY INVOICE


with Card Account List - Microsoft Internet Explorer provided by US Bank, v3.7
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Account Information
Reporting
My Personal Information
Home
Contact Us
Create | Manage | Managing Acct List | Card Acct List | Trans List
[−] Managing Account Summary
Account Number: 4716304556606120 Account Name: ACME CP ORGANIZATION
Cycle: 05/09/2009 Search
Display All Card Accounts for All Managing/Diversion Accounts
Total # Card Accounts: 7
Open Card Accounts: 7
Suspended Card Accounts: 0
Previous Statement Balance: $0.00
Payments Since Previous Statement: $0.00
Total Fees: $0.00
Total Transactions: $97,061.46 175
Cardholder Approved Transactons: $9,430.29 18
Open Account
Certify MA/DA Statement
Reject
Statement Approval History
Certify MA/DA Statement
Approval Status Approval Date Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Card Account List
Return to top
Records 1 - 7 of 7
Show/Hide Posted | Show/Hide Approved | Show/Hide Final Approved | Show/Hide Reallocated | Show/Hide Disputed
Posted
Approved
Select
Account Number
Account Name
# of Trans
$ of Trans
# of Trans by CH
%
$ of Trans by CH
%
...5667 MARTIN DANIELS 50 $44,919.79 0 0.0% $0.00 0.0%
...5675 GILBERTO RODRIGUEZ 66 $21,091.86 0 0.0% $0.00 0.0%
...5683 ROSEANNE BUTLER 2 $5,062.50 0 0.0% $0.00 0.0%
...5691 DAMITA MARALDO 18 $9,430.29 18 100.0% $9,430.29 100.0%
...5709 DOUGLAS JOHNSON 10 $3,926.74 0 0.0% $0.00 0.0%
...5717 JOSEPH HANCOCK 7 $4,538.80 0 0.0% $0.00 0.0%
https://demo.access.usbank.com/cpsApp1/
Trusted sites

From the Managing Account Summary Screen in Transaction Management, the
Approving Official would select the cycle to work with

VIII. CERTIFYING THE MONTHLY INVOICE CONTINUED


Managing Account Summary with Card Account List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
Account Information
Reporting
My Personal Information
Home
Contact Us
Create Manage Managing Acct List Card Acct List Trans List
[−] Managing Account Summary
Account Number: 4716304556606120 Account Name: ACME CP ORGANIZATION
Cycle: 05/09/2009 Search
Display All Card Accounts for All Managing/Diversion Accounts
Total # Card Accounts: 7
Open Card Accounts: 7
Suspended Card Accounts: 0
Previous Statement Balance: $0.00
Payments Since Previous Statement: $0.00
Total Fees: $0.00
Total Transactions: $97,061.46 175
Cardholder Approved Transactons: $9,430.29 18
Open Account
Certify MA/DA Statement
Reject
Statement Approval History
Certify MA/DA Statement
Approval Status Approval Date Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Card Account List
Return to top
Records 1 - 7 of 7
Show/Hide Posted | Show/Hide Approved | Show/Hide Final Approved | Show/Hide Reallocated | Show/Hide Disputed
Posted
Approved
Select
Account Number
Account Name
# of Trans
$ of Trans
# of Trans by CH
%
$ of Trans by CH
%
...5667 MARTIN DANIELS 50 $44,919.79 0 0.0% $0.00 0.0%
...5675 GILBERTO RODRIGUEZ 66 $21,091.86 0 0.0% $0.00 0.0%
...5683 ROSEANNE BUTLER 2 $5,062.50 0 0.0% $0.00 0.0%
...5691 DAMITA MARALDO 18 $9,430.29 18 100.0% $9,430.29 100.0%
...5709 DOUGLAS JOHNSON 10 $3,926.74 0 0.0% $0.00 0.0%
...5717 JOSEPH HANCOCK 7 $4,538.80 0 0.0% $0.00 0.0%
https://demo.access.usbank.com/cpsApp1/
Trusted sites

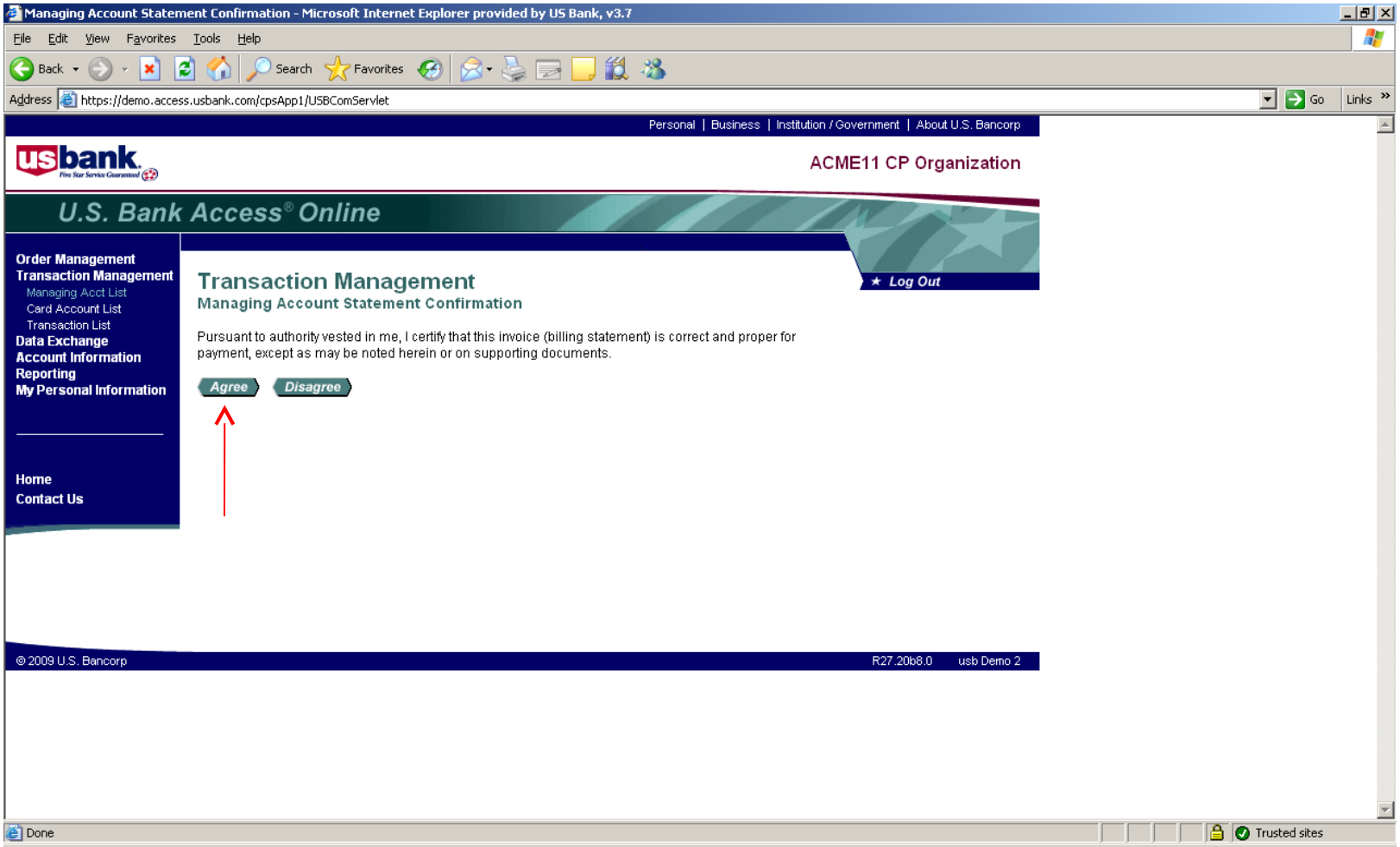
Certification Button (if grayed out , see below)

If your “CERTIFY MA/DA STATEMENT” for the Cycle date you are trying to Certify is grayed out then one of the below has not been completed;

a. Your Cardholder(s) has not completed their approval process and you will not be able to certify. You will need to contact your Cardholder(s).

b. You have not Final Approved your Cardholder(s) transaction(s)

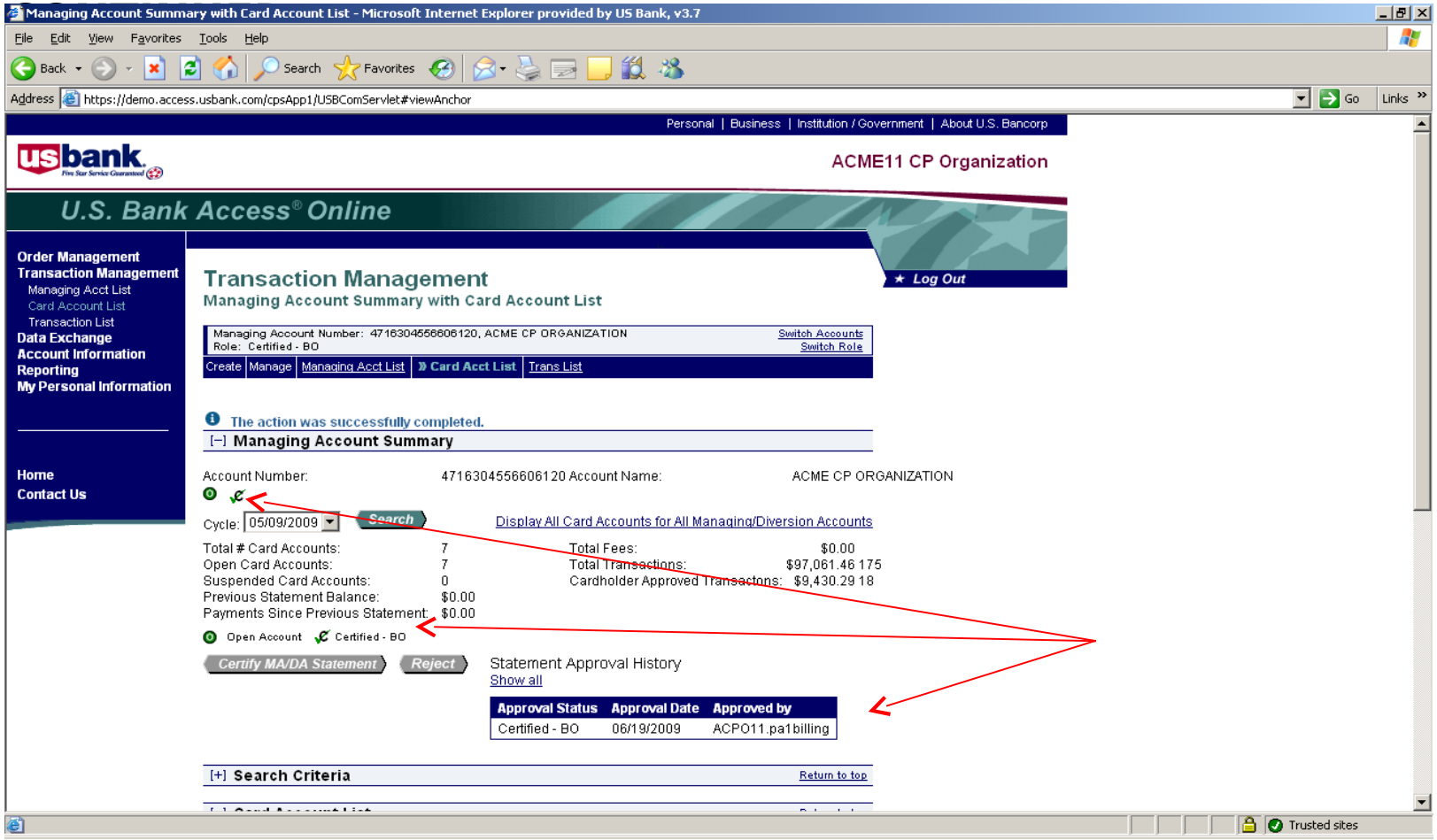
VIII. CERTIFYING THE MONTHLY


Managing Account Statement Confirmation - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet
Go Links
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
ACME11 CP Organization
U.S. Bank Access® Online
Order Management
Transaction Management
Managing Acct List
Card Account List
Transaction List
Data Exchange
Account Information
Reporting
My Personal Information
Home
Contact Us
Transaction Management
Managing Account Statement Confirmation
★ Log Out
Pursuant to authority vested in me, I certify that this invoice (billing statement) is correct and proper for payment, except as may be noted herein or on supporting documents.
Agree
Disagree
© 2009 U.S. Bancorp
R27.20b8.0 usb Demo 2
Done
Trusted sites

Once your “CERTIFY MA/DA STATEMENT” has changed to Blue you will be able to
certify your statement.

After you click on the “CERTIFY MA/DA STATEMENT”, you will then

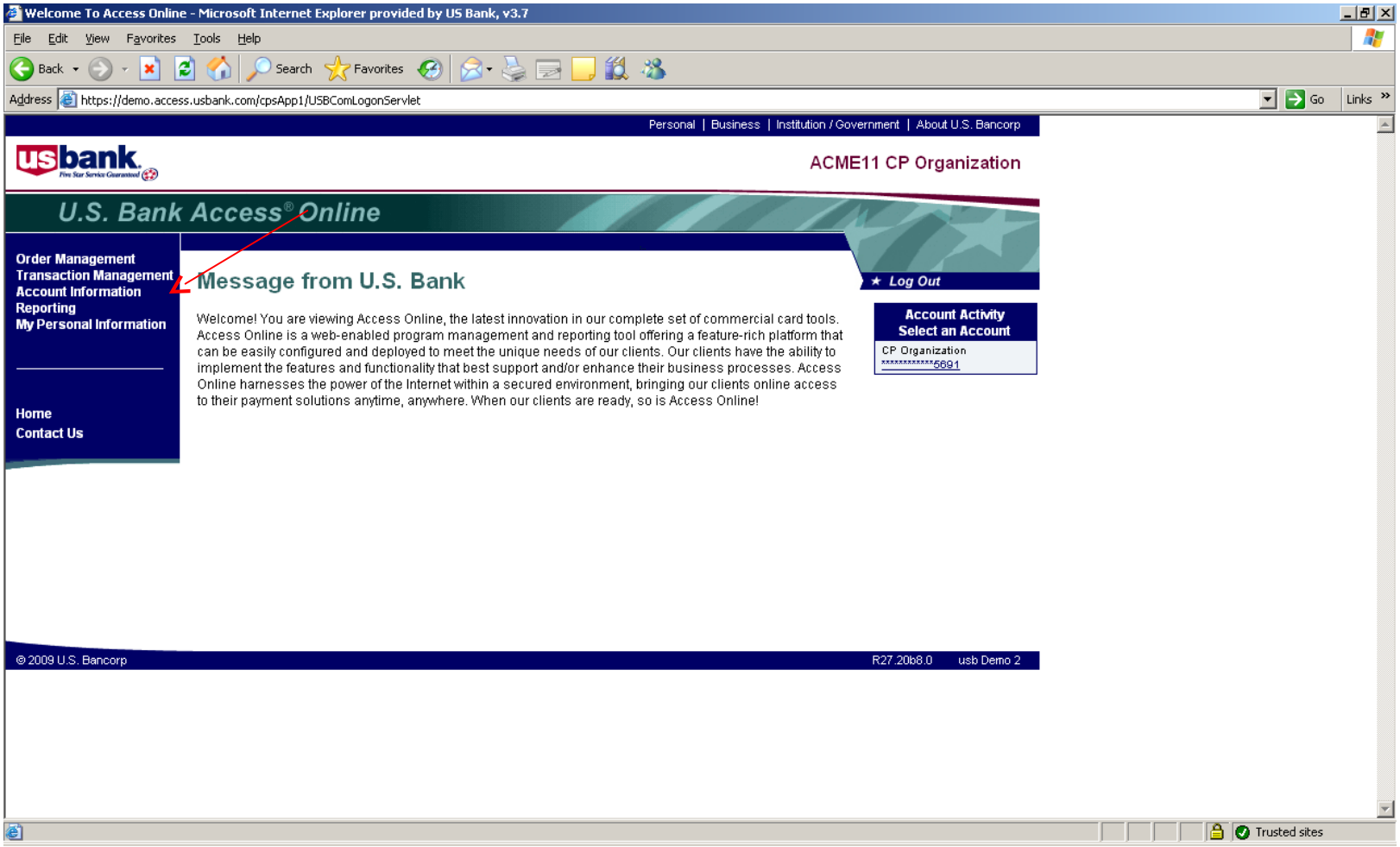
VIII. CERTIFYING THE MONTHLY INVOICE


Managing Account Summary with Card Account List - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComServlet#viewAnchor
Go Links
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
ACME11 CP Organization
U.S. Bank Access® Online
Order Management
Transaction Management
Managing Acct List
Card Account List
Transaction List
Data Exchange
Account Information
Reporting
My Personal Information
Home
Contact Us
Log Out
Transaction Management
Managing Account Summary with Card Account List
Managing Account Number: 4716304556606120, ACME CP ORGANIZATION
Role: Certified - BO
Switch Accounts
Switch Role
Create Manage Managing Acct List » Card Acct List Trans List
The action was successfully completed.
[−] Managing Account Summary
Account Number: 4716304556606120 Account Name: ACME CP ORGANIZATION
Cycle: 05/09/2009 Search
Display All Card Accounts for All Managing/Diversion Accounts
Total # Card Accounts: 7
Open Card Accounts: 7
Suspended Card Accounts: 0
Previous Statement Balance: $0.00
Payments Since Previous Statement: $0.00
Total Fees: $0.00
Total Transactions: $97,061.46 175
Cardholder Approved Transactions: $9,430.29 18
Open Account Certified - BO
Certify MA/DA Statement Reject
Statement Approval History
Show all
Approval Status Approval Date Approved by
Certified - BO 06/19/2009 ACPO11.pa1billing
[+] Search Criteria
Return to top
Trusted sites

To verify that the statement has been certified you will see in the Statement
Approval History – Approved Status, Approved Date and Approved by

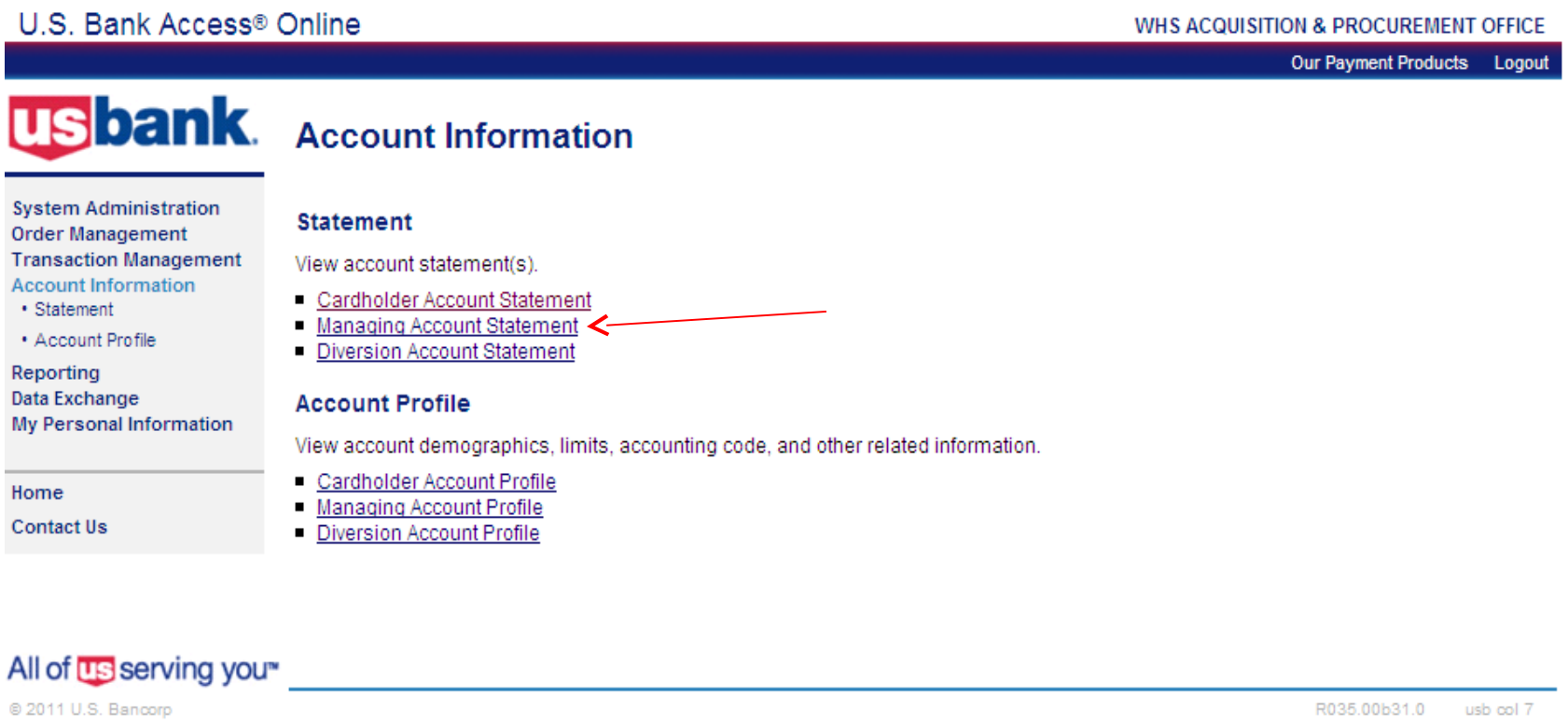
You will also see a C with a checkmark through it. You will find this above and below

IX. PRINTING MANAGING ACCOUNT STATEMENT FOR PAYMENT


Welcome To Access Online - Microsoft Internet Explorer provided by US Bank, v3.7
File Edit View Favorites Tools Help
Back Search Favorites
Address https://demo.access.usbank.com/cpsApp1/USBComLogonServlet
Go Links
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
ACME11 CP Organization
U.S. Bank Access® Online
Order Management
Transaction Management
Account Information
Reporting
My Personal Information
Home
Contact Us
Message from U.S. Bank
★ Log Out
Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment, bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online!
Account Activity
Select an Account
CP Organization
**********5691
© 2009 U.S. Bancorp
R27.20b8.0 usb Demo 2
Trusted sites

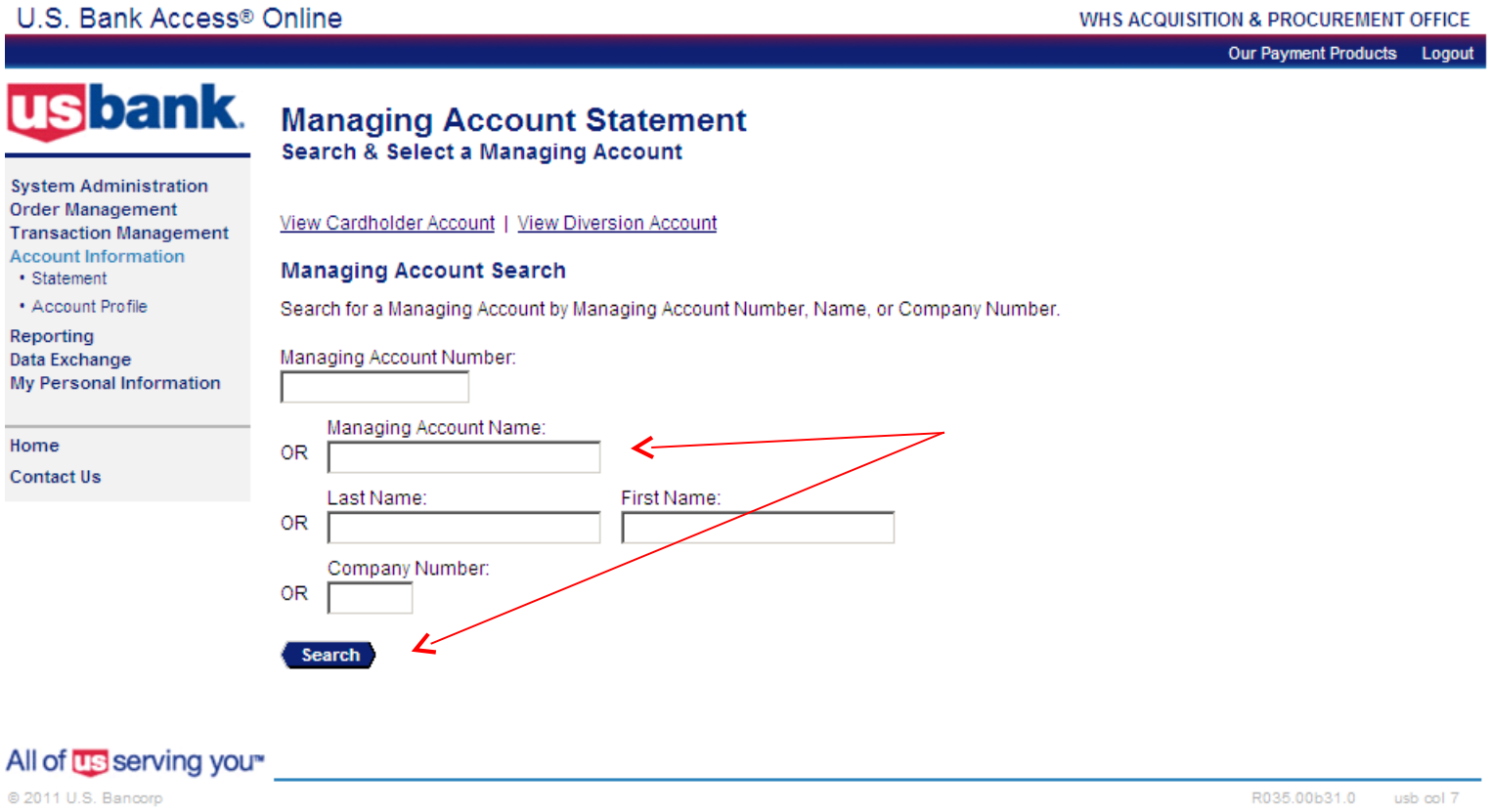
1) Select “Account Information” located in the dark blue task bar (left of screen)

IX. PRINTING MANAGING ACCOUNT STATEMENT FOR PAYMENT CONTINUED



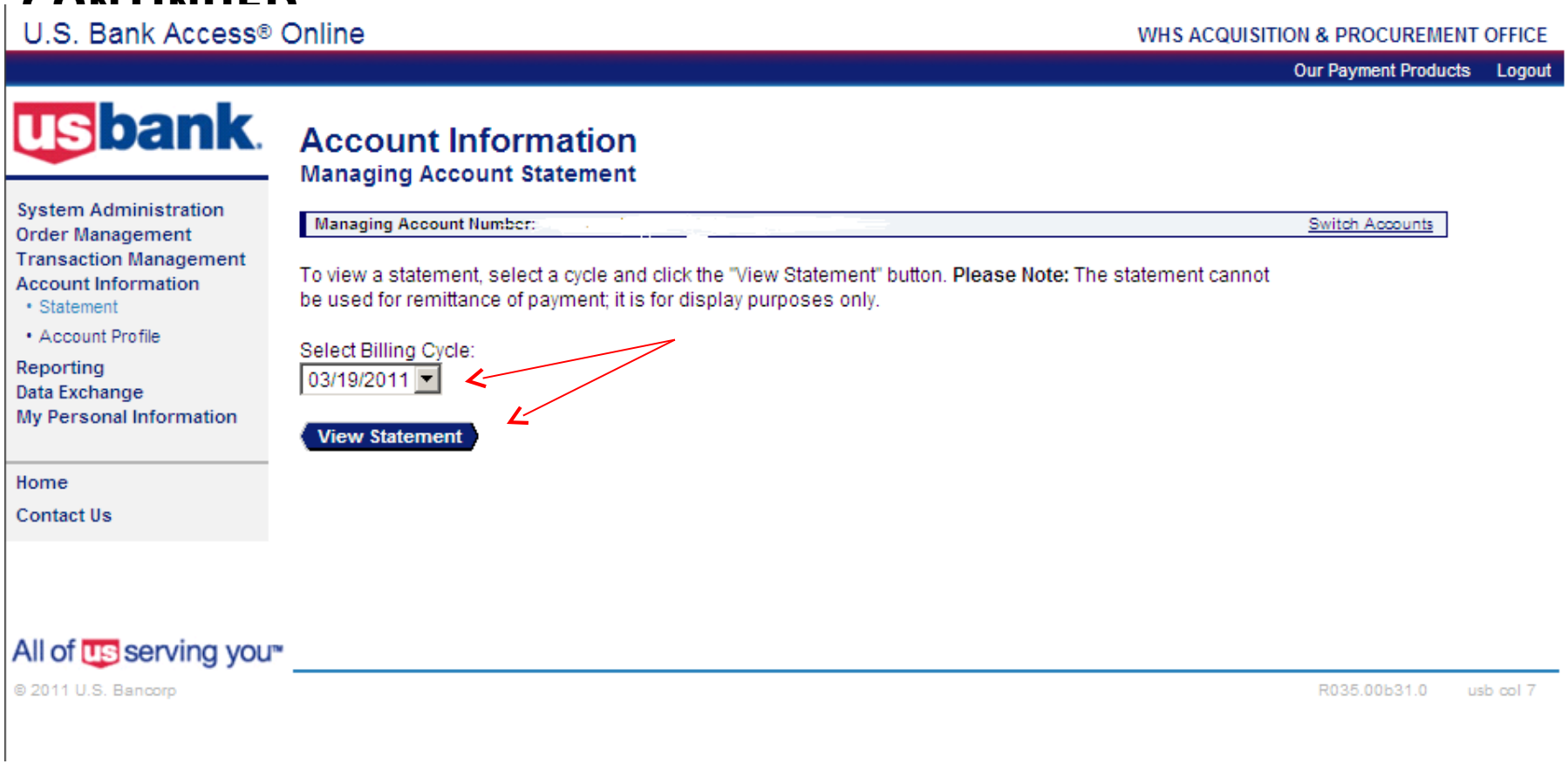
2) Click “Managing Statement”

IX. PRINTING MANAGING ACCOUNT STATEMENT FOR PAYMENT CONTINUED



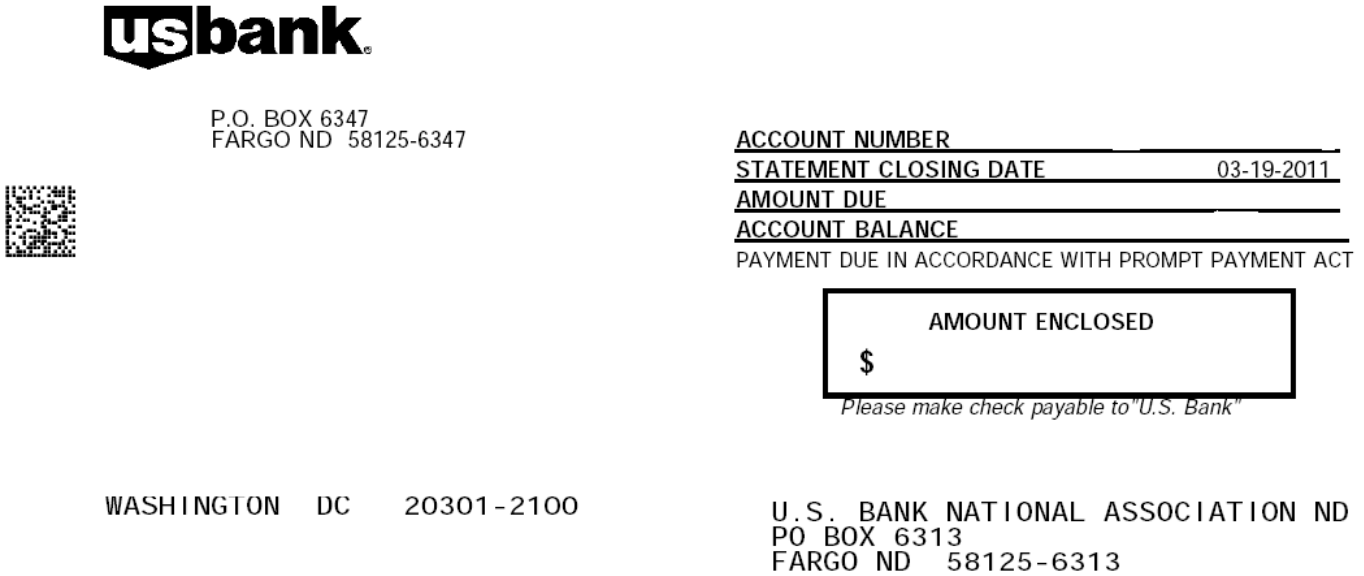
3) Go to “Managing Account Name, type in first 3 digits
4) Click the “Search” button

IX. PRINTING MANAGING ACCOUNT STATEMENT FOR PAYMENT CONTINUED



5) Select the “Billing Cycle” of the statement that you want to print fro
down menu
6) Click “View Statement”

IX. PRINTING MANAGING ACCOUNT STATEMENT FOR PAYMENT CONTINUED



usbank

P.O. BOX 6347
FARGO ND 58125-6347

ACCOUNT NUMBER
STATEMENT CLOSING DATE 03-19-2011
AMOUNT DUE
ACCOUNT BALANCE
PAYMENT DUE IN ACCORDANCE WITH PROMPT PAYMENT ACT

AMOUNT ENCLOSED
$

Please make check payable to"U.S. Bank"

WASHINGTON DC 20301-2100

U.S. BANK NATIONAL ASSOCIATION ND
PO BOX 6313
FARGO ND 58125-6313

Please tear payment coupon at perforation.

BILLING ACCOUNT SUMMARY

	Previous Balance	Purchases And Other Charges	+	Self Assessed Interest Penalty	+	Checks	+	Check Fee	-	Credits	=	Current Activity	Payments	Account Balance
Company Total				$0.00		$0.00		$0.00						

7) The Managing Account Statement will appear in PDF format. Print th
by selecting the print button on your Windows tool bar
8) Approving Officials must certify in the Access Online System and pri
from the system. This hardcopy must be filed in your official Purchase C